

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeff, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Thursday, February 25, 2010

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

- I. Call to order.
 - II. Approve/modify agenda.
 - III. Approve/modify minutes of January 28, 2010.
1. Review of Minutes
 - a. Housing Authority (January 11, 2010).

Communications

2. Communication from Supervisor Lund re: To refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. (Held for one month.)
3. Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (Held for one month.)
4. Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Held for one month.)
5. Communication from Supervisor Nicholson re: Review the funding of the Housing Authority. (Referred from February County Board.)

Carryovers

6. 2009-2010 Carryover – Admin

Resolutions

7. Resolution to Designate Brown County, Wisconsin as a Recovery Zone for Purposes of the American Recovery and Reinvestment Tax Act of 2009.

Child Support

8. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte)
9. Budget Adjustment Request (#10-19): Increase in expenses with offsetting increase in revenue.
10. Budget Adjustment Request (#10-22): Increase in expenses with offsetting increase in revenue.
11. Budget Status Financial Report for November, 2009.

County Clerk

12. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte).

Treasurer

13. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte).

Human Resources

14. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte)
15. Extension of M3 Insurance Solution Contracts.
16. RFP for Brown County Medical, Dental and Pharmacy Benefit Services.
17. Human Resources Activity Report for January 2010.
18. Director's Report.

Corporation Counsel

19. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte)

Information Services

20. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte)
21. Budget Adjustment Request (#10-15): Increase in expenses with offsetting increase in revenue.
22. Director's Report.

Dept. of Administration

23. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte)
24. Certificate of Achievement for Excellence in Financial Reporting.
25. 2009 & 2010 Budget Adjustment Log.
26. Grant Application Approval Log.
27. ARRA Funds Report.
28. Director's Report.

Facility & Park Management

29. Discussion re: 2011 budgets with composite levy increase of zero dollars (referred from Exec Cmte)
30. Budget Adjustment Request (#10-10): Increase in expenses with offsetting increase in revenue.
31. Budget Adjustment Request (#10-21) (See attached).
32. Director's Report.

Other

33. Audit of bills.
34. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda
Word97/agendas/admin/February_2010.doc

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, January 28, 2010, in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund--Chair, Patty Hoeft, Jack Krueger, Tony Theisen, Andy Williams.
Excused:
Also Present: Kerry Blaney, Bill Dowell, Bob Heimann, Tom Hinz, Kurt Hogarty, Debbie Klarkowski, John Luetscher, Darlene Marcelle, Carolyn Marique, Jayme Sellen, Lynn VandenLangenberg.
Mark Hess, Pete King, Todd Parczick, and Other Interested Parties.

I. Call to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Krueger and seconded by Supervisor Williams to move Item No. 6 to after Item No. 1a and approve as modified. **MOTION APPROVED UNANIMOUSLY.**

III. Approve/Modify Minutes of December 22, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY.**

1. Review of Minutes:

a. Housing Authority (12/21/09):

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. **MOTION APPROVED UNANIMOUSLY.**

(Item No. 6 was taken next.)

Communication:

2. Communication from Supervisor Lund to refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club (Held for 60 days – per November mtg.):

Motion made by Supervisor Krueger and seconded by Supervisor Williams to hold for 1 month. **MOTION APPROVED UNANIMOUSLY.**

(Supervisor Theisen arrived at 5:41 p.m.)

Motion made by Supervisor Krueger and seconded by Supervisor Williams to suspend the rules and take Items Nos. 3 and 4 together. **MOTION APPROVED UNANIMOUSLY.**

3. Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (Held until January mtg. – per December mtg.):

4. **Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Held until January mtg. – per December mtg.):**

Motion made by Supervisor Krueger and seconded by Supervisor Williams to hold Items Nos. 3 and 4 for 1 month. MOTION APPROVED UNANIMOUSLY.

(Supervisor Hoeft arrived at 5:42 p.m.)

5. **Communication from Supervisor Williams to return the Information Services position of Karen Christens back to the Information Services Table of Organization from the Administration Table of Organization. (Referred from January County Board):**

Supervisor Williams stated that during the budget process Information Services and Administration Departments were separated.

Lynn VandenLangenberg, Director of Administration, explained that when both departments were together work was being done on the financial systems project, which was approved in 2006. She indicated that there are still other portions to be implemented. Ms. VandenLangenberg said in 2008, when implementation began, the vendor told her that an Information Services (I.S.) security person and a security person with financial background would be needed. She stated that Karen Christens was named as I.S. security person, with backup by Laura Workman; and Mary Wolske as the finance security person, with backup by Carolyn Marique. She said in September, 2009, the Program Analyst position was placed under the Project Manager; and in the budget, the Project Manager and project team was placed under the Director of Administration.

Supervisor Williams asked why the dollars for this position were not transferred to Administration Department. Ms. VandenLangenberg stated that this is like some of the other positions that are moved, and it is a transfer between the departments. When asked by Supervisor Williams, Ms. VandenLangenberg reported that this did not go to the County Board for approval; because it was a change within the Administration Department that was discussed with Human Resources. Supervisor Williams asked if Ms. Christens was also trained to perform some of the election work with the County Clerk; Ms. VandenLangenberg replied that Ms. Christens as well as other I.S. people have been trained in that area.

When Supervisor Williams made the motion below, he explained that he thinks this position is out of place, even though he understands the importance of the work to be done to complete that project. He added that he did not think it made sense to have an I.S. person report to someone in Administration, who would not be knowledgeable and able to evaluate the performance of that individual.

Bob Heimann, Director of I.S. Department, was asked by Supervisor Theisen to speak about this. When questioned, Mr. Heimann stated that this person had been reporting to the Manager of Applications, Laura Workman, who reports to Mr. Heimann. As of January 1, 2010, this person now works through the Administration Department and is no longer attending any I.S. meetings. He added that, when a request was made for this person to assist I.S., I.S. was told that this person did not have time to assist I.S.; therefore, I.S. had to pay a consultant to perform those duties. Supervisor Theisen asked Mr. Heimann if Mr. Heimann felt this position should report to I.S. Mr. Heimann replied by saying he did think this position should be part of the I.S. Department; because in 2009 the County Board transferred a technology person at the 911 Center and a consultant in Human Services to I.S., and both have worked very well. He added that last year there

was person added to the I.S. Department, who works 3 days per week at the Sheriff's Department.

When Supervisor Theisen asked if there was any person present who thinks this position should stay in Administration, Ms. VandenLangenberg expressed concern that the financial systems project would be delayed if the position was moved to I.S. and a dedicated person was removed from Administration. She said it should not matter who this person reports to, but the bottom line is this project needs to be completed. She also said it needs to be completed with the players with the background, and a commitment to a resource is needed.

When asked by Supervisor Theisen, Mr. Heimann said this is the right person to continue this; and he said he totally supports that. However, he said that person might be 90 percent dedicated to the financial package and 10 percent helping other I.S. people, answering questions, attending meetings, understanding security, etc. He stated that there are 2-3 additional I.S. people helping with this project; the precedence is there that I.S. employees are helping all departments.

Darlene Marcelle, County Clerk, said every year she creates a weekly duty for elections. She said this year there are four elections; so she approached Mr. Heimann, explained that Karen Christens was approved and trained at a cost of \$7,500, and asked Mr. Heimann if he could have Ms. Christens report to Ms. Marcelle's department on specified dates for elections. She said Mr. Heimann told her that he was not Ms. Christens' director and, therefore, could not make that decision. Both Mr. Heimann and Ms. VandenLangenberg stated that if this person were needed by Ms. Marcelle, she would be available.

County Executive Tom Hinz said this is a complex issue. He said in theory, if people are working well together, it should not make any difference who this person reports to. He suggested holding this for 1 month.

Ms. Marcelle expressed that she was very disappointed that Executive Hinz called in a County Board member and other people to discuss this single issue, without talking to her. She said she is bound by state and federal laws and has timelines to meet. Executive Hinz replied by saying the conversations he had concerning this had nothing to do with elections; it had to do with I.S., Administration, Ms. Christens' position, and the current programs. He added that Ms. Marcelle will get the assistance needed for elections, but this issue goes much deeper than that.

Supervisor Theisen said it seems to him that he is in support of the motion or it does not seem to be an emergency so he would okay withholding it for a month. He added that he did not care what department a Brown County was employed; he hoped the County would utilize all of the employees' talents.

Supervisor Krueger said he would hate to think this move was made in deception and opined that it did not appear good. He added that this same type of situation occurred recently with an accountant at the Sheriff's Department. He expressed concern that this was not presented to the County Board; because the Table of Organization is the County Board's decision. He stated that (1) he totally believes this individual should carry out the duties of completing the financial systems project; (2) he thinks this can happen under the direction of the I.S. Department; and (3) he believes that this person really belongs under the direction of the I.S. Department.

Supervisor Hoeft said she would not support the motion; because she thinks this debate concerns a day-to-day issue that belongs with the County Executive to decide. She said she would like to hear from the County Executive on this topic. She added that at the

end of the day this Committee should be concerned with completing the project, and how it is completed is the County Executive's job.

Supervisor Hoeft asked Ms. VandenLangenberg for clarification concerning the statement that this decision was made without the knowledge of the County Board. While referring to the attachment, Ms. VandenLangenberg indicated that the motion was to move the I.S. Director and every position under the I.S. Director to the I.S. Department; and she added that this is what is reflected in the resolution. She said she did not want the Committee to have the impression that the change was made without the Board's approval.

After discussion about how the information was presented in the budget and whether or not the change of this position could be made by the Director or required County Board approval, Debbie Klarkowski, Human Resources Director, reported that she had discussed this with Board Attorney Fred Mohr. She stated that she was told by Mr. Mohr that since no additional money was being expended and this involved only reporting relationships, this could be done by the Director without County Board approval.

Supervisor Theisen said he understands that the Director of Administration correctly moved that position and that the County Board moved the I.S. Department, so now the issue is whether or not the position should be moved from one department to another.

Supervisor Williams added that he does think it is important for other department heads and elected officials to be able to go to I.S. for resolution without being told to go to another department. He said when there is an I.S. need, I.S. should respond to that need. He stated that he did not think an employee who is working on a project for another department should be moved to that department during the term of the project. He said he thinks it makes a lot of sense to put this position under I.S., and Mr. Heimann will be accountable for the I.S. portion of the financial systems project.

Chair Lund said he recently attended a meeting on this issue and expressed disappointment that the I.S. Director was not a part of the meeting. He stated that all teams should be working together on this and that there should not have been a need to bring this to the Committee. He said he will support this motion and stressed that he also wants this financial systems project completed.

Supervisor Krueger expressed concern about this issue with regard to labor contracts. He said he thinks this was not done properly from the start and does not think that making this change will affect the completion of the project.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to take the Information Services position and the dollars associated with that position and move them back to the Information Services Department. Vote taken. AYES: 4 (Krueger, Lund, Theisen, Williams); NAYS: 1 (Hoeft). MOTION CARRIED.

(Item No. 7 taken next.)

Other

6. Oneida Seven Generation/Brown County Waste Gasification Project – Contract negotiation guidance:

Chuck Larscheid, Director of Solid Waste Department, introduced Pete King, Oneida Seven Generation; Mark Hess, Project Manager; and Todd Parczick—Alliance Construction.

Mr. Larscheid stated that the Oneida Seven Generations Corporation expressed interest in forming a partnership with Brown County in order to take waste from the Brown County Transfer Station and process it on a parcel of land next to the Waste Transfer Station to

produce gas for electricity. (See attached handout regarding this project.) Mr. Larscheid explained that he was informed by both Corporation Counsel and Board Attorney Fred Mohr that, instead of going through an RFP or bid process, direct negotiations could begin upon approval by the County Board; and then the agreement reached would be presented to the County Board for approval. He reported that the Solid Waste Board and the Planning, Development & Transportation Committee gave approval; therefore, he is requesting approval from the Administration Committee in order to present this to the County Board at the February meeting. He added that Corporation Counsel explained that the request is for guidance from this Committee to allow the Solid Waste Department to go around the bidding and RFP process.

When asked by Chair Lund, Pete King explained that there is land secured next to the Waste Transfer Station for this project. Mr. King estimated that initially 100-150 tons of waste will be removed each day. He added that this process reduces waste by 90-95 percent with a 5-10 percent bi-product. He said this would be financed, developed, constructed, maintained, and operated by Oneida Seven Generations, which is a wholly owned corporation privately chartered under the Oneida Tribe.

Chair Lund asked if there would be a benefit under the Tri-County Agreement, because Brown County would be bringing less into the landfill. Mr. Larscheid said there are two points: (1) Less capacity in the landfills would prolong the landfills; and (2) There are provisions in the Agreement to assure a consistent waste stream and consistent cost expectations for all counties, which might mean that Brown County would have to make up some of the costs. However, he opined that if there is an alternate way to handle waste that does not hurt the other two counties, those other two counties would fully embrace this. He thinks starting with 100-150 tons per day would not have a negative impact.

Chair Lund expressed interest in this project and told Mr. Larscheid that he would like additional information as it progresses.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

(Item No. 2 was taken next.)

Human Resources:

7. Budget Status Financial Report for November 30, 2009:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

8. Human Resources Activity Report for December, 2009:

Motion made by Supervisor Hoefft and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY.

9. Budget Adjustment Request (#10-03): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund):

Ms. Klarkowski reported that this is a transfer from the Health Reserve Fund Balance to track expenses associated with the new health plan.

Supervisor Krueger asked why this was not in the budget. Ms. Klarkowski replied that this was in the budget and was part of the plan from a bargaining standpoint that was presented to the Committee. She added that this is just a cleaner way to track expenses associated with this plan.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

At this point Ms. Klarkowski reviewed the Director of Administration Position/ Salary Comparison (copy attached) that she indicated was requested from her at the last Committee meeting. She recommended moving this position to a Grade 31, which would be \$87,115 to \$103,789. She added that after a month of advertising for this position, there is not a candidate that Brown County will be pursuing. Conversation ensued regarding the pay range and recruiting. Chair Lund asked that Ms. Klarkowski report back next month on this.

Treasurer:

10. Treasurer's Financial Reports for the Month of November, 2009:

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

11. Budget Status Financial Report for the Month of November, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Corporation Counsel

12. Budget Status Financial Report for November, 2009:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

13. Record Retention (*Held until January 2010 – per October mtg.*)

Mr. Luetscher, Corporation Counsel, said there is an initiative sponsored by the Wisconsin Counties Association (WCA) to draft a comprehensive model records retention ordinance for counties to adopt. He said Supervisor Krueger is on that committee. Mr. Luetscher said he commented to the committee on the draft, and thinks this will be published in 2010.

Supervisor Krueger stated that there was a meeting yesterday concerning this issue, and there were nine items to be changed; but other than that, the final draft was approved and moved to the State. He thinks it should be returned by June with the State's approval, denial, or request for changes.

Mr. Luetscher opined that it is far more comprehensive and up-to-date than the current ordinance. He added he thinks, once it is available, departments will want to move it forward to the County Board for consideration.

Regarding electronic transmissions, Mr. Luetscher said there is no special rule concerning how long records need to be maintained; he stated that electronic records are treated just like all other records. He added that it is the substance of the record that determines the retention period, not the format. He reported that e-mails generally fall into the default retention period of 7 years.

Mr. Luetscher said there are three issues:

- Concerning the preservation and storage of electronic records, the 7 years may be prohibitively expensive; but Brown County can only preserve e-mails for 6 months right now, which Mr. Luetscher opined is unacceptable. When asked what other counties

were doing, he said he heard that Dane County spent over \$500,000 to upgrade to the 7-year retention period. He said his impression is that small counties are really struggling with this and are not all complying. Chair Lund asked if some of the smaller counties could come to Brown County, pay a fee, and have Brown County retain the records. Mr. Heimann said doing this for Brown County municipalities could be feasible, but expressed concern about retaining records on a larger scale.

When Supervisor Williams asked about the volume of e-mails, Mr. Heimann said it was a lot. Mr. Heimann said this was reviewed; because even though it is not the law, the industry accepted standard is 7 years. He said Brown County is technically legal at 6-month retention period; but if there is a large record request, it will be difficult because there is no mechanism in place. He stated that this was reviewed last year, and he learned that for Brown County to set up a 7-year e-mail archiving system, it would cost about \$280,000. He clarified that sent e-mails that are saved in a folder are retained for a longer period of time.

Chair Lund asked if there were filtering devices included in an e-mail archiving system, to which Mr. Heimann replied there was. Mr. Heimann also reported that there is some money in the budget this year to increase disc storage right now, and then an archival project could be proposed for the 2011 budget. Chair Lund asked Mr. Luetscher when he would be able to present a proposal to the Committee; Mr. Luetscher requested 90 days. Supervisor Krueger suggested waiting until June to allow for additional information from the State and WCA.

- Mr. Luetscher opined that Brown County employees need to be made aware that when using the e-mail, there are no privacy rights. He would like to have the proper releases from employees. Chair Lund asked if training was available for the employees. Mr. Luetscher recommended that this be a part of the process for an employee to obtain log-in and said this could be handled administratively.
- Mr. Luetscher reported that there are locations using external e-mail networks to do official business, such as Syble Hopp. When Chair Lund asked Mr. Heimann if those locations could be added to the County network, Mr. Heimann said this would be very simple technologically; however, politically and personalities would require Corporation Counsel to mandate this. Mr. Luetscher suggested that Board Supervisors also have Brown County e-mails.

Mr. Heimann added that he had spoken with Ms. Klarkowski concerning annual reminders to employees in several areas.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to hold until June meeting. MOTION APPROVED UNANIMOUSLY.

Information Services

14. Budget Status Report for November, 2009:

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

15. Director's Report:

Mr. Heimann summarized the report included in the Agenda packet.

Supervisor Theisen stated that there have been some complaints concerning the performance of the computers at the Library. Mr. Heimann said he is planning to attend the next Library Board Meeting. Mr. Heimann also reported that the types of programs accessed by the public of the 150 computers at the Library could slow down the

performance of all of the computers; and he added that there is more use of the computers during times when schools are closed, such as summer and Christmas vacations.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Department of Administration:

16. 2009 & 2010 Budget Adjustment Log:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

17. Grant Application Approval Log:

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY.

18. Budget Status Financial Report for November 30, 2009:

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

19. November 2009 Property Tax Levy Financial Report:

Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY.

20. January 2010 Director Report:

Ms. VandenLangenberg reported two staffing changes: Budget and Finance Manager for Human Services has resigned; with the hiring freeze it will go to Executive Committee in February. Barbara West started last Monday as the new Risk Manager.

Ms. VandenLangenberg stated that the audit field work has begun. The budget is being updated and put on-line, with fewer printed copies; and with the new system, the information can be uploaded right away. Regarding the financial system, she said work has begun on Kronos; and obviously the first place to get that up and running is the CTC. She said it has a scheduling component that will be helpful, and opined that it is a good system. She added that because it is the first system, it will take longer; but the others should go faster. Ms. Vanden-Langenberg added that this new financial system will be beneficial throughout the entire county, and cited the availability of real-time information and on-line approvals as countywide benefits. She invited the Board members to view this new system, and said Sara Perrizo, Internal Auditor, could help them access it.

Ms. VandenLangenberg said next month she would be working on the bond for 2010. She said it is a \$25 million project, and some items will need to be postponed. Ms. VandenLangenberg also said, concerning the radio operability project, Brown County might package the financing for the radios and enter into agreements to have some of those funds returned to Brown County from fire departments and municipalities. Executive Hinz acknowledged that payments will be made yearly as part of the bond; and he opined that this is a good way to do this, because all will buy in. Chair Lund added that the equipment will then be the same countywide.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

21. December 31, 2009 Vehicle Listing:

Supervisor Krueger expressed concern that some of the equipment is more expensive to operate, to which Mr. Dowell, Facility Management Director, replied that some vehicles are going to be replaced. Chair Lund suggested replacing some of those fleet vehicles with older hybrids.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY.

22. Director's Report:

No Action.

Facility & Park Management:

23. Budget Status Financial Report for November 30, 2009:

Mr. Dowell said there are no issues, and the budget is on track.

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

24. Offer to Purchase Existing County Property:

Mr. Dowell stated that a final resolution is needed for the former mental health facility, and selling that property is an option. Mr. Dowell said he is asking for approval to request Offers to Purchase; then those offers would be reviewed and weighed against other possibilities before a final decision is made. When Chair Lund asked about obtaining an appraisal, Executive Hinz stated that Brown County does know the value of the property. Mr. Dowell added that there is a cost to maintain this property, and it would be expensive to renovate it for Brown County purposes; he opined that requesting the offers could lead to a good option.

Supervisor Krueger stated that, as he mentioned at the recent Facility Master Plan Subcommittee meeting, the entire big picture needs to be considered; so, when it comes before the County Board, the options should be outlined with the corresponding dollar amounts. He added that there will be a tour Tuesday at noon, and invited the supervisors to attend. He pointed out another thing to consider: The equipment still located on the property, such as hospital beds, could be purchased by or donated to other organizations rather than scrapped. Supervisor Theisen suggested having an auction for those types of items.

Mr. Dowell stated that originally 13 acres were being considered; however, now the suggestion is to reduce this to 8 acres.

Supervisor Krueger asked about the portable classrooms located on the property and suggested that there might be a school district in need of those. He said he does not want Brown County to be reactionary, and expressed concern about possible vandalism. Mr. Dowell replied that there is a security person at the facility who tours the building several times during the evening and night; and he is scheduled to meet with the Facility Manager to discuss security and the upcoming tour of the facility.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY.

25. Director's Report:

Mr. Dowell distributed and reviewed handouts (copies attached).

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY.

County Clerk

26. Budget Status Financial Report for November 30, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY.

Child Support Agency – No agenda items.

Other:

27. Audit of Bills:

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to pay bills. MOTION APPROVED UNANIMOUSLY.

28. Such Other Matters as Authorized by Law:

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to adjourn at 8:15 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, January 11, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Rich Aicher

MEMBERS EXCUSED: Paul Kendle

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, Robyn Davis, Janis Voge, Karen Johnston, Bobbie Lison, Kent Gross.

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 21, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick and seconded by R. Aicher to approve the minutes from the December 21, 2009, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None.

REPORTS:

None.

OLD BUSINESS:

2. Discussion and possible action on Freedom House's request for financial assistance.

R. Davis thanked the Authority for meeting with her. She introduced Janis Voge who is a member of Freedom House's Board of Directors and is on the Finance Committee. She has been with Freedom House for a long time.

R. Davis stated that Freedom House had an anonymous donor that stepped forward with a matching gift of \$70,000.00. Freedom House was able to meet and exceed that match. That donor stipulated that his gift was a \$50,000.00 match that was going to be paid at the rate of \$5,000.00 a month for ten months beginning January 2010. Freedom House was able to add another \$20,000.00 to that through Board Members and others that wanted to throw into the pot. J. Voge will

speak about where Freedom House is financially. The last time she spoke to the Authority, Freedom House had about \$1,600.00 in savings and about \$7,000.00 in checking.

J. Voge stated that as of today Freedom House has \$4,400.00 in checking and \$17,000.00 in savings. December's donations were a blockbuster.

D. Hallet questioned if the \$5,000.00 a month from the donor that would be received starting January 2010 is on top of the funds currently in checking and savings.

J. Voge replied that is correct. She also clarified that the transitional house fund is separate from the funds that she has spoken about today. The contingency plan was to only tap that fund if absolutely necessary.

R. Aicher asked for clarification on the \$70,000.00.

J. Voge stated that there is \$50,000.00 that came from the anonymous donor and it is being given to Freedom House at \$5,000.00 a month. The other \$20,000.00 that she had spoken about earlier came from Board Members and friends of Freedom House. There was a \$70,000.00 pledge of which \$20,000.00 has been received.

J. Voge stated that in the month of November, Freedom House received in \$11,000.00. In December, Freedom House brought in \$129,000.00. The match was met and there is \$50,000.00 to come in the next 10 months at \$5,000.00 per month.

M. Welch clarified he believes what is being said is that Freedom House has a match program, in which \$20,000.00 of that match has been received and \$50,000.00 is still pending. Other donors have met the match of \$70,000.00 plus an additional \$40,000.00 above the \$70,000.00. Therefore, \$130,000 has been paid in December and \$50,000 of the original pledge is pending.

R. Aicher questioned how the total of \$180,000.00 for November and December matched up with Freedom House's expectation that they would have a \$60,000.00 shortfall, which is the amount they originally requested for assistance. R. Aicher stated \$50,000.00 is still coming in installments.

J. Voge stated that if you do a snapshot of today, Freedom House is fine. However, if you look at the future for the remainder of the fiscal year, which ends in May, the total shortfall is approximately \$40,000.00. The donations projected are estimates based on last year's donations and it does include the \$5,000.00 pledge they will be getting each month. The \$117,000.00 in savings would be utilized if necessary to cover the shortfall each month. The budget does not include the principal loan payments because the bank has deferred them. They will start back up in July and increase by \$5,000.00 to catch back up.

R. Davis explained efforts to increase donations in the future. She stated that Freedom House is going to be generating other revenue through a new fundraiser taking place at the end of this month. There is also a long range plan with media outlets to get the word out about Freedom House. Planning for the major fundraiser is going to be started earlier than previously so that corporate donors can be tapped for partnering with Freedom House. If isn't started earlier, these corporations have already allocated their funds. Freedom House now has a grant writer consultant and Pioneer Credit Union has underwritten some of the grant writer's fees. The website is being overhauled. By doing this they can expand their reach outside of Brown County. There is also talk of doing a joint fundraiser with other similar organizations.

D. Hallet stated that she knows that Freedom House has been working hard to raise funds.

R. Davis addressed the question if Freedom House is still in the same crisis situation as it was two months ago when they first approached the Authority. She stated that when she went to see the Mayor a couple of months ago, donations were down 30% to 40% in any given month and knew they were coming into the strongest giving season, which is Christmas, and needed to breach the gap. At that time they estimated they would need about \$60,000.00 and that was the original request to the Mayor. They crossed that time and filled that gap to some extent, but are not out of the woods. They are still down from last year at this time but things are on the upswing. When relying on donations, you never know how much you will actually receive on a monthly basis. She doesn't want to say that Freedom House is not going to need some assistance.

R. Strong read the motion that was approved by the Green Bay Housing Authority (GBHA). The motion is as follows:

"A motion was made by Ald. Piton and seconded by D. Slater for the Green Bay Housing Authority to pay 30% of the amount to be provided by the GBHA and BOHA up to a maximum of \$30,000.00, to be spent over the twelve months of 2010 for shortages to fund the existing operation of Freedom House based on their need monthly, with a monthly report provided to the Authorities for at least the first quarter of 2010."

R. Strong stated that he believes the GBHA is looking for monthly reports for at least the first quarter and depending on how things are looking, maybe quarterly reports thereafter.

R. Davis assured the Authority that they see this as a onetime request and not as a yearly bail out. They need to work hard at getting the word out that homelessness is not just a cold weather issue. Homelessness is year round and we need to keep that thought to the forefront of people's minds.

T. Diedrick stated that he has found doing major fundraising in February, March, and April brings good results simply because the corporations have not allocated their funds yet.

R Strong stated that there are a number of different accounts with unrestricted funds that could be used if the Authority chose.

R Aicher stated that this all fits and is a good cause and the Authority does have the funds. If they are in a "bridge the gap" situation then he is in favor of this. We also need to be mindful that the GBHA is dependent on the BCHA to be the judge and jury on their behalf. He is willing to commit to the financial assistance upon illustrated need.

R Strong questioned if we should have Freedom House spend the \$117,000.00 in saving before any of our money kicks in or do we expect them to put at least \$- 0,000.00 a month from their savings before we kick any money in.

D Hallet stated that it sounds like the crucial time would be in June or July when the payments to the bank would start back up. She suggested that they could come back in a few months and share if donations are more or less than what they had hoped for.

J. Voge stated that the budget for next year will need to be approved at the Board meeting in May.

At the request of D. Hallet, R. Davis listed the members of the Freedom House Board.

The Authority decided to take no action on this item. The Authority asked R. Davis to stay in touch with R. Hallet and let her know how things are progressing and if they do see a shortfall coming to come back before the Authority.

NEW BUSINESS:

3. Discussion and possible action on Catholic Charities' request to provide Homeownership Counseling to buyers in the HCV Homeownership Program.

R Hallet stated that currently NeighborWorks® Green Bay provides the homeownership counseling for the homebuyers purchasing a home through the HCV Homeownership Program. Catholic Charities has recently started a home buying program and they are requesting the Authority's approval to be one of the counselors for the HCV Homeownership Program.

B Lison and K. Johnston from Catholic Charities were introduced.

B Lison stated that Catholic Charities would like to be able to provide home buyer education for participants in ICS' HCV program. Catholic Charities receives a lot of referrals from ICS for individuals who need help cleaning up certain barriers before they are able to buy a home. One benefit is that as they are working with these individuals, trust is built between the client and the counselor. Often the client would prefer to take the class with the counselor they have that relationship with. Other community agencies and Catholic Charities clients have asked them to

provide this service. She does not feel that there will be an issue with duplication, as there are about 150,000 people in this community and two providers of this service is warranted.

K. Johnston stated that it is important for the end user because they have already established a relationship with Catholic Charities. They are an approved counseling agency with HUD. All staff members have been sent through training and they did become an approved agency with HUD with the understanding that this would be a partnership with any of the other existing partners. The problem has been that when the client has been provided the homeownership counseling at Catholic Charities and then sent over to NeighborWorks® Green Bay, NeighborWorks® will not recognize Catholic Charities' training and make the clients go through training again. The training they provide is established homeownership counseling that is approved from HUD and they don't charge as much as NeighborWorks® Green Bay. NeighborWorks® America did all of the training for Catholic Charities, who now utilizes their course. Catholic Charities would like to appear on a list that states they provide approved homeownership counseling. They have had a relationship with ICS for years. This past year Catholic Charities received a national award and it is ironic that within our own community there is a tension regarding services being duplicated.

R. Hallet commented that the Administrative Plan states that NeighborWorks® Green Bay will provide the counseling. The Administrative Plan would have to be amended.

R. Strong stated that the Administrative Plan could indicate two agencies or any qualified agency. We do need to ensure that the quality is the same.

K. Gross from NeighborWorks® Green Bay addressed the Authority. He stated that everyone wants to work together and that is the objective. Recently there was a client that Catholic Charities had provided the counseling for and because NeighborWorks® Green Bay is the organization listed in the Administrative Plan, ICS asked NeighborWorks® Green Bay to sign off on the counseling. While Catholic Charities may use the same materials, NeighborWorks® Green Bay is not familiar with their format or how they conduct their training so they were not comfortable with providing the certificate. NeighborWorks® Green Bay then did a one-on-one with the client to get an idea of her understanding of the home buying process and then at that time issued the certificate.

B. Lison stated that ICS wants Catholic Charities to be able to provide this service. It is only because the Administrative Plan only states NeighborWorks® Green Bay that there is an issue.

R. Hallet stated that ICS is in favor of Catholic Charities providing the service but that the Administrative Plan needs to be updated.

R. Strong asked K. Gross if after the one-on-one with the client did he feel that the training conducted by Catholic Charities was adequate.

K. Gross responded yes, they were comfortable with the training that had been provided by Catholic Charities.

K. Johnston stated that they are looking to get this all straightened out so that Catholic Charities is recognized and the client is not inconvenienced.

K. Gross stated that clients who go through ICS are also required to go through a post purchase class and that is something that NeighborWorks® Green Bay provides. He didn't know if Catholic Charities would be providing that as well.

B. Lison responded that yes, they would. There are often times when a person is purchasing a home that they frequently continue with services with Catholic Charities for budgeting, making sure they stay current on their mortgage, and keep up with their other obligations.

K. Gross stated that NeighborWorks® Green Bay also has a program to help provide down payment assistance. It is their policy that anyone who receives down payment assistance must go through their home buyer education course. In the past NeighborWorks® Green Bay has not recognized outside sources of the home buyer education for obtaining this down payment assistance. They have always required the individuals to go through the NeighborWorks® Green Bay's program.

T. Diedrick stated that Catholic Charities budget counseling program is highly recognized. It is critical to have continuity and consumer choice. He would like to see collaboration and to see both organizations work together. The end result is the same: to have successful homebuyers.

R. Aicher stated that if an organization is HUD certified, the certification implies or certifies that the training meets or exceeds HUD standards and that is what ICS should care about. There is no reason why Catholic Charities shouldn't be recognized.

K. Johnston stated that it is about choice and ICS suggested that there needed to be an amendment so that clients could have that choice.

R. Hallet stated that her previous position with ICS was as the Homeownership Coordinator and she would estimate that about 90% of the clients who purchase a home through the HCV Program receive down payment assistance through NeighborWorks® Green Bay. There is going to be some potential misunderstanding from clients who go to Catholic Charities and get the counseling they need for HCV program and then when they learn of the availability of down payment assistance from NeighborWorks® Green Bay, they'll find out they have to repeat that counseling.

K. Gross stated that he is sure that there is some way the agencies can work together. Maybe NeighborWorks® Green Bay could make a presentation to the client. Noel Halvorsen and the loan committee would have to make a policy change to accept Catholic Charities' counseling for the down payment assistance program.

R. Hallet stated that one thing that we might want to consider is that the BCHA does provide payment to NeighborWorks® Green Bay for each client who receives the homeownership counseling and utilizes the HCV program. Would the payment to Catholic Charities be the same amount or do they want to offer a price.

K. Johnston stated that they have a set price already of \$500.00 and they absorb that cost for the training that takes place. The \$500.00 fee also includes the post purchase counseling. The client is currently only paying \$25.00 for the book. Catholic Charities has an Individual Development Account (IDA) program that the client can put money into a savings account and then they match it \$2.00 for every \$1.00.

T. Diedrick asked what it would take internally to be able to make funding available through both agencies.

R. Strong replied that we would need to decide to include in the Administrative Plan to allow Catholic Charities to provide the service and that they are recognized by ICS and the Authority. The Authority would also have to decide if they want to fund it. We have a contract with NeighborWorks® Green Bay to provide the services for a certain dollar amount. We could do an RFP and look at the prices for services and decided if we want to fund one or both agencies. The first step is to get Catholic Charities name on the plan.

K. Gross stated that there are about 600 people per year go through the counseling program.

K. Johnston stated that their number would be much smaller.

R. Hallet questioned if we list both agencies as options in the Administrative Plan or do we open it up to include any qualified housing counseling provider.

The Authority felt that if there were other agencies that wanted to do this that they would like to meet with them and have this same sort of dialogue.

R. Hallet asked what we would be paying Catholic Charities. There is some confusion with what NeighborWorks® Green Bay is being paid. Resolution 02-03 was adopted in March 2003 stating that \$8,000.00 per year would be given to NeighborWorks® Green Bay. It did not specify per client. Prior to that in December 2001 there was a motion to provide \$600.00 per client.

The Authority decided to make a motion regarding Catholic Charities but stated that the fee paid to NeighborWorks® Green Bay and what should be provided to Catholic Charities should be researched by staff and brought back before the Authority.

A motion was made by R. Aicher and seconded by M. Welch to amend the Administrative Plan to include Catholic Charities to provide Homeownership Counseling to buyers in the HCV Homeownership Program. Motion carried.

STAFF REPORT:

R. Strong stated that the new accountant, Matt Schampers, started December 28, 2009.

R. Aicher stated that it might not be a bad idea to go through 3 or 4 years of minutes to make a schedule of things that need to be acted upon, to make sure the Authority is not missing something. R. Strong stated that he would have N. Aderholdt work on that project

M. Welch mentioned that in the past it was decided that every 3 or 6 months the Authority would review the budgets.

M. Welch referenced ICS's audited financial report that was handed out after last month's meeting and stated that it mentions that ICS is working with the BCHA to resolve reporting variances and timing. The Authority has asked that staff report back within the next three months on where this stands.

A motion was made by T. Diedrick and seconded by R. Aicher to adjourn the meeting at 4:47 p.m. Motion carried.



**CITY OF GREEN BAY
COMMON COUNCIL
MOTION FORM**

Date of Council Meeting: 2/17/10

Agenda Item _____ Page _____ No. _____

By Alderperson NICHOLSON

Please state clearly the action requested and present this form to the City Clerk after the motion is made:

Review the funding of the Housing Authority

Charles Nelson #3

FOR CITY CLERK USE

Adopted ☐

Defeated ☐

Other _____

56

**ADMINISTRATIVE SERVICES DIVISION
2009 TO 2010 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROVED BY COUNTY BOARD COMMITTEE</u>
<u>Administration</u>				
Professional Services	100.032.030.5708	Financial Consulting	20,066	
Temporary Replacement Help	100.032.030.5706	Assistance during Financial System Implementation	37,400	
Travel and Training	100.032.030.5340	Financial System Training	7,200	
			<u>64,666</u>	
<u>Information Services</u>				
Maintenance Agreement - Software	710.022.001.5306.100	Eguard Licenses - 100 server license	12,000	
Maintenance Agreement - Software	710.022.001.5306.100	Eguard Maintenance	6,220	
			<u>18,220</u>	
Repairs and maintenance - Equipment	710.022.001.5307.100	Spare 2851 Router	9,150	
Repairs and maintenance - Equipment	710.022.001.5307.100	IBM AS 400 Disaster Recovery	10,600	
			<u>19,750</u>	
Software	710.022.001.5335	Eguard Licenses - 5 client licenses	12,000	
Software	710.022.001.5335	Cisco Wireless Security Management Software	32,000	
Software	710.022.001.5335	Cisco Security Agent - 200 devices	9,366	
Software	710.022.001.5335	Disk for Additional Email Archiving	35,000	
Software	710.022.001.5335	Help Desk/Change Management	13,845	
			<u>102,211</u>	
Equipment - nonoutlay	710.022.001.5395	Replacement of Failing Printers	20,300	
Professional Services	710.022.001.5708	Security Enhancements	30,000	
Professional Services	710.022.001.5708	Web Services Development	31,000	
Professional Services	710.022.001.5708	Network Security Audit - IS	10,000	
			<u>71,000</u>	
<u>Human Resources</u>				
Professional Services	100.064.001.5708	Legal Fees	16,412	
Contracted Services	100.064.001.5700	LEAN/Kazian Program Support	18,546	
Advertising	100.064.001.5310	Continued Recruiting for High Level Positions	17,254	
			<u>52,212</u>	

PLEASE NOTE: These are the available funds at this time. They may be changed for any audit or adjusting entries.

Health and Dental Insurance
Professional Services

750.064.033.5708 Occupational Health Services 21,055

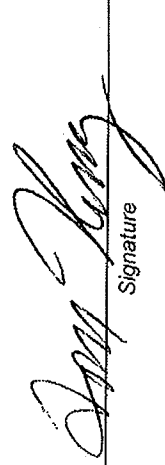
Workers Compensation Insurance
Professional Services

752.064.036.5708 Completion of Safety Consultant Contract 1,485

Facility Management

Outlay	100.054.001.6110.020	Northern & Sophie Cameras/IP Upgrade	15,650
Outlay	100.054.001.6110.020	MET Tower	35,000
Outlay Other	100.054.001.6110.100	Northern Building Office Rearrangements	28,000
Outlay Other	100.054.001.6110.100	Library Energy Efficiency Projects	7,500
Contracted Services	100.054.001.5700	Focus on Energy Audit Analysis	18,169
			<u>104,319</u>

Approved by the County Executive


Signature

2/16/10
Date

PLEASE NOTE: These are the available funds at this time. They may be changed for any audit or adjusting entries.

March 17, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION TO DESIGNATE BROWN COUNTY, WISCONSIN AS A
RECOVERY ZONE FOR PURPOSES OF THE AMERICAN RECOVERY
AND REINVESTMENT TAX ACT OF 2009**

WHEREAS, The American Recovery and Reinvestment Tax Act of 2009 (the "Act") grants Brown County, Wisconsin (the "County") certain authority to issue Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds (collectively, the "Bonds"); and

WHEREAS, prior to issuing the Bonds, the Act requires the County to make certain findings of fact and designate the County as a recovery zone (the "Recovery Zone") pursuant to the requirements of the Act; and

WHEREAS, the Act provides that a Recovery Zone includes areas fitting one of these enumerated criteria:

- (1) having significant:
 - (a) poverty;
 - (b) unemployment;
 - (c) rate of home foreclosures; or
 - (d) general distress.
- (2) economically distressed by reason of the closure or realignment of a military installation pursuant to the Defense Base Closure and Realignment Act of 1990; or
- (3) for which a designation as an empowerment zone or renewal community is in effect.

WHEREAS, the County Board of Supervisors (the "County Board") of the County has determined that, as a result of the recent economic recession, the County has experienced an

increased rate of poverty, an increased rate of unemployment, increased rate of home foreclosures and is experiencing general distress; and

WHEREAS, the County Board has caused to be prepared a factual report ("Report") in support of the findings contained in this resolution, which report is attached to and incorporated by reference in this resolution.

NOW, THEREFORE, BE IT RESOLVED by the County Board as follows:

- Section 1. The County meets certain conditions specified in the Act required to designate the County as a Recovery Zone, those conditions being significant poverty, significant unemployment, significant rate of home foreclosures, and significant general distress.
- Section 2. The County Board hereby finds and determines that conditions exist throughout the County to designate the County a Recovery Zone pursuant to the provisions of the Act and the County Board hereby designates the area set forth as Exhibit A attached hereto as a Recovery Zone for purposes of the Act.
- Section 3. All actions of the officers, agents and employees of the County that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and adopted.
- Section 4. This resolution shall be in full force and effect immediately upon its adoption.

Fiscal Impact: Not determined.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

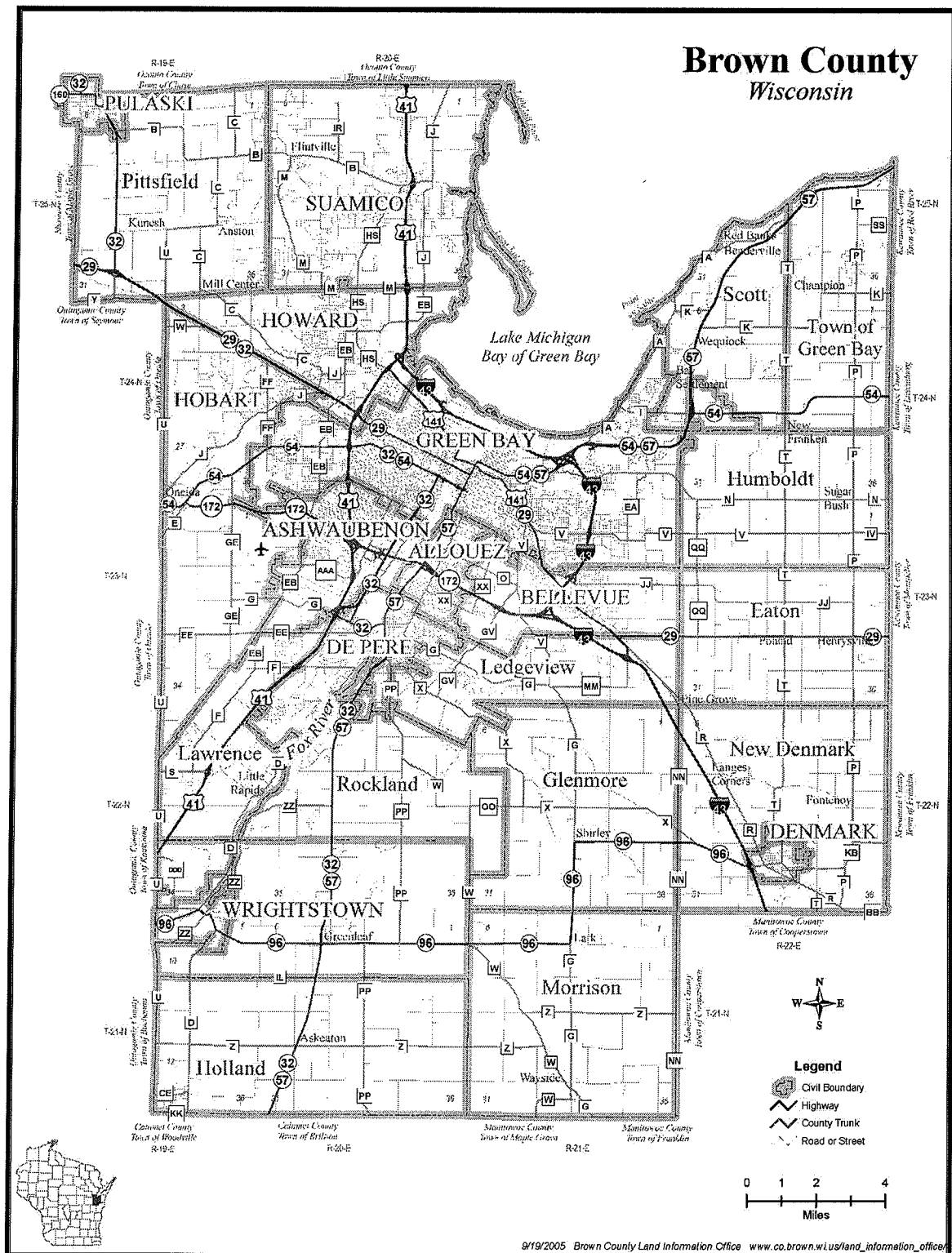
SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

EXHIBIT A

Map of Recovery Zone



**FACTUAL REPORT IN SUPPORT
OF FINDINGS CONTAINED IN
RESOLUTION NO. ____ 2010
OF BROWN COUNTY, WISCONSIN**

- (a) The Recovery Zone has experienced significant poverty as demonstrated by:

According to the U.S. Census Bureau, 2006-2008 American Community Survey, 6.8% of all families and 10% of all individuals are below the poverty level in Brown County.

- (b) The Recovery Zone has experienced significant unemployment as demonstrated by:

According to the Local Area Unemployment Statistics (LAUS) Results developed by the Wisconsin Department of Workforce Development, the unemployment rate in the County was 7.3% for December 2009, as compared to 5.3% for December 2008 and 3.9% for December 2007.

- (c) The Recovery Zone has experienced a significant rate of home foreclosures as demonstrated by:

According to the Center for Community & Economic Development at the University of Wisconsin – Extension, Brown County has experienced an 85.6% increase in foreclosure cases from 2006 to 2009.

- (d) The Recovery Zone has significant general distress as demonstrated by:

In 2009, the Wisconsin Department of Workforce Development issued nine separate plant closing and mass layoff notices from businesses affecting 796 employees in Brown County.

According to the Center for Community & Economic Development at the University of Wisconsin – Extension, Brown County saw a jump of 476 bankruptcies filed by both businesses and individuals from 2006 to 2008.

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board


Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.4301.101	Federal grant revenue Stimulus secondary	\$22,461
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5340	Travel and training	\$2,166
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.5395	Equipment - nonoutlay	\$20,295

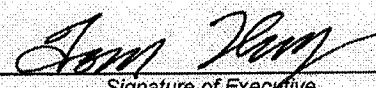
Narrative Justification:

Under terms of American Recovery and Reinvestment Act (ARRA), child support agencies are eligible to receive additional funding as incentive matching for IV-D functions pre-approved by State of Wisconsin. Three plans were approved to fund:

- (1) Reimbursement for attending National Child Support Enforcement Association Policy and Training Forum in Washington DC for a total of \$2,166;
- (2) Replacement of seven printers @ cost of \$2,110 each; plus 2 new printers @ cost of \$1,650 each;
- (3) Purchase of PC, touch screen and printer for self-help kiosk in reception area

AUTHORIZATIONS


 Signature of Department Head
 Department: Child Support
 Date: 2/17/10


 Signature of Executive
 Date: 2/18/10


 2/18/10

BUDGET ADJUSTMENT REQUEST


<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

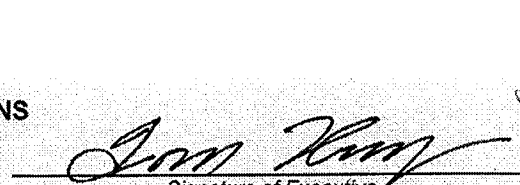
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.4301.101	Federal grant revenue Stimulus secondary	\$5,866
<input checked="" type="checkbox"/>	<input type="checkbox"/>	210.017.001.6110.020	Outlay Equipment (\$5,000+)	\$5,866
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			


Narrative Justification:

Under terms of American Recovery and Reinvestment Act (ARRA), child support agencies are eligible to receive additional funding as incentive matching for IV-D functions pre-approved by State of Wisconsin. A plan was approved to purchase a new copier at a cost of \$5,866.

AUTHORIZATIONS


 Signature of Department Head
 Department: Child Support
 Date: 2/18/10


 Signature of Executive
 Date: 2/18/10


 2/18/10

PRODUCTION *Brown Co* PRODUCTION

Child Support November 2009 Budget Summary

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
Fund: 210 - Child Support									
Revenues									
PTX - Property taxes	436,792.00	0.00	436,792.00	36,399.00	0.00	400,389.00	36,403.00	92%	339,053.00
IGV - Intergovernmental	2,429,873.00	9,146.00	2,439,019.00	102,284.00	0.00	2,074,575.49	364,443.51	85%	2,192,218.57
CSS - Charges for sales and services	47,500.00	0.00	47,500.00	5,188.29	0.00	49,631.60	(2,131.60)	104%	43,238.58
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	16.00	(16.00)	+++	64.00
TRI - Transfer in	0.00	5,403.00	5,403.00	0.00	0.00	0.00	5,403.00	0%	0.00
Revenue Totals:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$143,871.29	\$0.00	\$2,524,612.09	\$404,101.91	86%	\$2,574,574.15
Expenditures									
PER - Personnel services	1,177,765.00	4,302.00	1,182,067.00	85,410.98	0.00	1,018,081.79	163,985.21	86%	1,003,546.73
FBT - Fringe benefits and taxes	769,580.00	(53,899.00)	715,681.00	56,016.09	0.00	603,080.29	112,600.71	84%	670,120.94
OPM - Operations and maintenance	70,788.00	371.00	71,159.00	4,317.03	0.00	46,723.99	24,435.01	66%	49,778.30
UTL - Utilities	12,200.00	0.00	12,200.00	738.36	0.00	9,279.21	2,920.79	76%	8,107.31
CHG - Chargebacks	772,662.00	0.00	772,662.00	58,666.21	0.00	702,644.45	70,017.55	91%	629,522.22
CON - Contracted services	55,320.00	8,775.00	64,095.00	4,035.69	0.00	41,591.02	22,503.98	65%	51,006.87
MED - Medical expenses	50,000.00	0.00	50,000.00	2,765.00	0.00	44,080.20	5,919.80	88%	36,714.00
JUD - Judiciary Costs	5,850.00	0.00	5,850.00	90.00	0.00	3,141.25	2,708.75	54%	4,270.00
OTH - Other	0.00	0.00	0.00	0.00	0.00	4,946.61	(4,946.61)	+++	0.00
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRO - Transfer out	0.00	55,000.00	55,000.00	30,000.00	0.00	55,000.00	0.00	100%	0.00
Expenditure Totals:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$242,039.36	\$0.00	\$2,528,568.81	\$400,145.19	86%	\$2,453,066.37
Revenue Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$143,871.29	\$0.00	\$2,524,612.09	\$404,101.91	86%	\$2,574,574.15
Expenditure Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$242,039.36	\$0.00	\$2,528,568.81	\$400,145.19	86%	\$2,453,066.37
Fund: 210 Net Total	\$0.00	\$0.00	\$0.00	(\$98,168.07)	\$0.00	(\$3,956.72)	\$3,956.72		\$121,507.78
Revenue Grand Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$143,871.29	\$0.00	\$2,524,612.09	\$404,101.91	86%	\$2,574,574.15
Expenditure Grand Total:	\$2,914,165.00	\$14,549.00	\$2,928,714.00	\$242,039.36	\$0.00	\$2,528,568.81	\$400,145.19	86%	\$2,453,066.37
Grand Total:	\$0.00	\$0.00	\$0.00	(\$98,168.07)	\$0.00	(\$3,956.72)	\$3,956.72		\$121,507.78

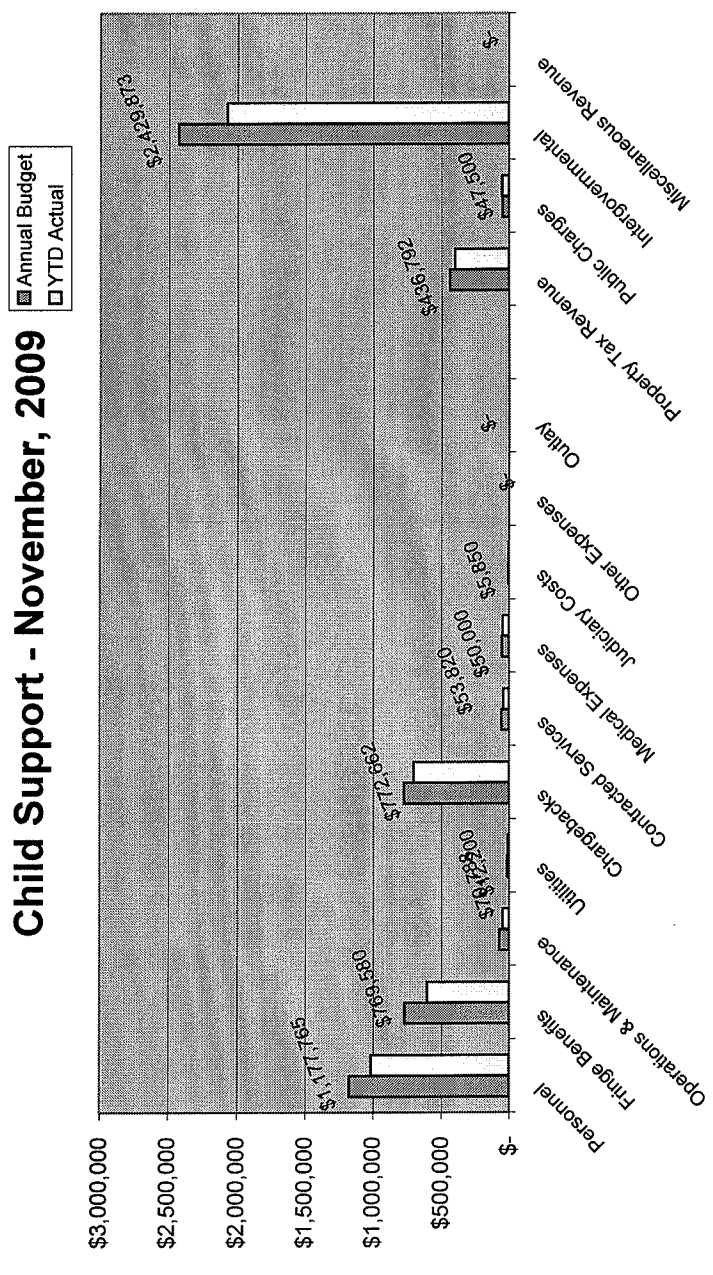
Brown County
Child Support
Budget Status Report
11/30/2009

	Annual Budget	YTD Actual
Personnel	\$ 1,177,765	\$ 1,018,081
Fringe Benefits	\$ 769,580	\$ 603,080
Operations & Maintenance	\$ 70,788	\$ 46,723
Utilities	\$ 12,200	\$ 9,279
Chargebacks	\$ 772,862	\$ 702,844
Contracted Services	\$ 53,820	\$ 41,591
Medical Expenses	\$ 50,000	\$ 44,080
Judiciary Costs	\$ 5,850	\$ 3,141
Other Expenses	\$ -	\$ -
Outlay	\$ -	\$ -
Property Tax Revenue	\$ 436,792	\$ 400,389
Public Charges	\$ 47,500	\$ 49,631
Intergovernmental	\$ 2,429,873	\$ 2,074,575
Miscellaneous Revenue	\$ -	\$ -

HIGHLIGHTS:

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

Child Support - November, 2009



M3 INSURANCE SOLUTIONS, INC.
CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (this "Agreement"), entered into effective as of the 1st day of March, 2010, by and between **M3 Insurance Solutions, Inc.** (hereinafter "M3"), and **Brown County**, (hereinafter "Client").

SECTION 1. Scope Of Services.

1.1. Services. M3 agrees to provide, and Client agrees to accept, the consulting services described in Exhibit A hereto (the "Services"). M3 shall determine the means of performing the Services.

SECTION 2. Term And Termination

2.1. Term. The term of this Agreement begins on the date listed above and shall continue through March 1, 2013, and for so long as Client obtains Services from M3 and M3 agrees to provide Services. Either party may terminate this Agreement upon ninety (90) days written notice, for any reason or no reason.

SECTION 3. Fees, Expenses, and Payment

3.1. Fees. Client will pay M3 based on Exhibit A. With Client consent, M3 can change such schedule upon at least thirty (30) days' notice. M3 shall submit invoices as per Exhibit A, and Client shall pay M3 within thirty (30) days after receiving M3's invoice. Late payments shall bear interest at the rate of one percent (1%) per month until paid. If this Agreement is terminated for any reason or no reason, Client shall pay to M3, no later then the effective date of termination, the total fees due for that plan year, less what Client has paid to date for that plan year.

3.2. Reimbursement of Expenses. Client shall pay M3 its actual out-of-pocket expenses within thirty (30) days after receiving M3's invoice. Late payments shall bear interest at the rate of one percent (1%) per month until paid.

SECTION 4. Confidentiality

4.1. Restrictions. During the term of this Agreement, M3 will keep in confidence all sensitive information it receives from Client. Client shall identify any sensitive information, including by using confidentiality notices. These restrictions shall not apply to (1) information publicly available, (2) information released by Client without restriction, or (3) information independently developed or acquired by M3. M3 may use and disclose any information (a) as required by an order of any governmental authority, or (b) as necessary for it to protect its interest in this Agreement. If M3 receives, has access to or creates Protected Health Information, as defined in the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. § 160.103, then a separate Business Associates Agreement between the parties will be attached as Exhibit B and will apply.

SECTION 5. Warranty

5.1. Services Warranty. M3 will perform the Services in a manner

consistent with customary practice in the industry. If Client reasonably believes an issue exists with the Services and then tells M3 about such issue within thirty (30) days from the date of completion of such Services, M3 shall, at its option, either provide the Services anew or refund Client the price charged for such non-conforming Services. Such re-performance or refund shall be Client's exclusive remedy. **THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES.**

SECTION 6. Limitation of Remedies and Liability

6.1. Exclusive Remedies and Liability. M3's liability on any claim arising in whole or in part out of Services shall not exceed two times the fees paid to M3 for Services in the twelve (12) months prior to the claim at issue. All causes of action against M3 arising out of or relating to this Agreement shall expire unless brought within one (1) year of the date of the first date of performance or breach which in whole or in part gives rise to the claim. These remedies are exclusive and in lieu of all other remedies available at law or in equity. **IN NO EVENT SHALL M3 BE LIABLE FOR SPECIAL INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES.**

SECTION 7. Miscellaneous

7.1. Contingent Commission Notice. With many of its insurance company appointments, M3 has a contingent commission sharing agreement. Client agrees that M3 may retain any contingent commissions due under such agreements as a result of Client placing any insurance through M3. Additionally, Client agrees that such contingent commissions shall not reduce any fees paid or due to M3 from Client.

7.2. Governing Law; Force Majeure. This Agreement shall be governed and construed with the internal laws of the State of Wisconsin as they apply to a contract entered into and performed in that State. M3 shall not be liable to Client for any failure or delay caused by events beyond M3's control.

7.3. Independent Contractors. The parties are and shall be independent contractors to one another, and nothing in this Agreement shall create an agency, partnership, or joint venture between the parties.

7.4. Notices. All notices and other communications shall be given in writing and shall be: (a) personally delivered; (b) sent by facsimile or other electronic means of transmitting written documents; or (c) sent to the parties at their respective addresses indicated herein by registered or certified U.S. mail, return receipt requested, or by overnight courier. The respective addresses to be used for all such notices are:

(a) If to M3, to:

M3 Insurance Solutions, Inc.
3113 West Beltline Highway, PO Box 8950
Madison, WI 53708
Attn: EVP – Corporate Services
Fax: 608.283.1725

(b) If to Client, to:

Brown County
305 E. Walnut Street, Room 606
P.O. Box 23600
Green Bay, WI 54305-3600
Attn: Debbie Klarkowski, Human Resources Manager
Fax: 920.448.6277

If personally delivered, such communication shall be deemed delivered upon actual receipt; if electronically transmitted pursuant to this paragraph, by the next business day after transmission; if sent by overnight courier pursuant to this paragraph, upon receipt; and if sent by U.S. mail pursuant to this paragraph, as of the date of delivery indicated on the receipt issued by the relevant postal service. Any party may change their address by giving notice.

7.5. Authority. The execution and delivery of this Agreement by Client have been duly authorized and is a valid and binding agreement on Client.

7.6. Entire Agreement. This Agreement is the entire agreement of the parties and replaces all prior representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be modified only in writing.

7.7. Indemnification. Client shall defend, indemnify and hold harmless M3 from and against all claims, liability, losses, damages and expenses (including reasonable attorneys' fees) arising from or in connection with Client's negligence or willful misconduct. M3 shall defend, indemnify and hold harmless Client from and against all claims, liability, losses, damages and expenses (including reasonable attorneys' fees) arising from or in connection with M3's negligence or willful misconduct in providing Services to Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year first above written.

CLIENT:

M3:

BROWN COUNTY

M3 INSURANCE SOLUTIONS, INC.

Name: Debbie Klarkowski
Title: Human Resources Manager

Name: Dale E. Van Dam
Title: Executive Vice President

Exhibit A

Services and Schedule of Fees

Fees.

For M3's services hereunder, Customer shall pay M3 according to the schedule below.

Plan Year Beginning	Plan Year Ending	Monthly Invoice Amount	Annual Fees
March 1, 2010	February 1, 2011	\$ 4,302.50	\$ 51,630.00
March 1, 2011	February 1, 2012	\$ 4,431.50	\$ 53,178.00
March 1, 2012	February 1, 2013	\$ 4,564.50	\$ 54,774.00

Services

The Services will be defined and mutually agreed upon from time to time by Customer and M3 and said Services will be incorporated into a working business plan.

Request for Proposal (RFP)

Brown County Medical, Dental and Pharmacy Benefits

Project # 1398



Response Deadline

**May 18, 2010
1:00 p.m. Local Time**

To:

Brown County Purchasing Department

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1. Project Overview

The purpose of Brown County's government is to provide the citizens with effective and cost efficient public services which will promote the health and general welfare of the residents, while remaining consistent with state statutes. Brown County will operate,

contract and/or coordinate programs to meet the needs of general government, public safety, transportation, health and human services cultural and recreational activities and the conservation of natural resources while adhering to the mission of delivering services in the most cost effective manner. The County is interested in selecting a Carrier/Claims Administrator for their medical, dental, prescription drug plan, stop loss coverage and/or COBRA administration.

Brown County is dedicated to improving the health and benefit services for its employees. UMR has been the County's TPA for 6 years. Brown County provides medical and dental benefits for active and early retired employees.

Brown County has approximately 1600 total benefit eligible employees. There are over 1400 employees covered and over 3500 members.

Continuance of coverage at early retirement is governed by the specific labor contract language or agreement.

The intent of this RFP is for Brown County to develop a three year agreement with a Carrier/Third Party Administrator that possesses a proven track record of providing outstanding customer and account management services, timely and accurate claims administration, possesses a state of the art information and claims adjudication system, and can provide such services at fair and competitive prices. At the conclusion of the RFP process, Brown County will employ the services of a consultant organization to develop a standard Brown County employer contract, develop and define the set of deliverables required by the Carrier/TPA and outline financial and performance guarantee provisions of the Carrier/TPA.

2. Tentative Calendar of Events

Project #1398 RFP approved by Administration Committee	February 25, 2010
Project #1398 RFP approved by County Board	March 17, 2010
Project #1398 RFP Released to Vendors	March 23, 2010
Date for last questions	April 2, 2010
Questions answered on web site via Addendum	April 16, 2010
Project 1398 RFP Due Date (1:00 PM)	May 18, 2010
Oral presentations by selected vendors (if required)	July 12 - 16, 2010
Vendor Evaluation Complete	July 19, 2010
Vendor Selection Submitted to Administration Committee	July 26, 2010
Vendor Selection Submitted to County Board for Approval	August 18, 2010

3. Contract Term and funding

The contract shall be effective on the contract execution date and is expected to last approximately 3 years with two 1 year options when all phases of the contract are completed.

4. Questions

All questions related to this RFP **must be in writing** and received by the Brown County Purchasing Department no later than **4:00 p.m. local time, April 2, 2010**. E-mail questions to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: **"Questions for Project #1398"**. Phone call and faxed questions will not be accepted.

Any vendor that contacts a member of the selection committee with questions **may** have their proposal rejected for not following procedures outlined in this RFP.

Answers to all written questions will be issued in the form of an addendum and entered on the Brown County Web site (<http://www.co.brown.wi.us>) on April 16, 2010 no later than 4:00 p.m. local time. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4039.

Questions received after April 2, 2010 will not be answered.

5. Proposal Delivery Details

Two (2) originals with CD and six (6) exact copies (without CD) of the Proposal are due on **May 18, 2010 by 1:00 p. m.** local time at the Brown County Purchasing Department. Proposals **must be stamped in** by the due date and time per the electronic time stamp at the Purchasing Department. Proposals not stamped by they above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

Proposals should be typed and submitted on 8.5 by 11 inch paper and bound securely.

6. General Proposal Requirements

Introduction/Cover Letter - Provide an explanation of your understanding of the tasks you believe will be necessary to accomplish the objectives outlined in the RFP. Discuss the overall approach you propose to use as well as how recommendations and options will be presented to the County. State the full name and address of your organization, including the name, address and telephone number of the person in your organization who has the primary responsibility for developing this proposal and to whom technical questions can be addressed.

Organization Capabilities - Provide an overview of your company kinds of organizations you have provided these types of services for.

Financial Report – Provide a copy of your organization's most recent annual financial report.

Staff Qualifications - Proposals shall identify each member of the organization's staff who would be assigned to work on this project and the role they will be performing. A resume stating the background and qualifications of each individual named should be

attached. Particular attention shall be given to the individual named as the project coordinator.

Experience/References - Proposals shall include a description of your overall experience in handling projects similar in character or scope to this project. A list of references from at least three different projects, including the customer name, address, project value, telephone number and contact person shall be included in the proposal. **Use the Reference Data Sheet provided as Attachment B.** The County expects to contact the references listed to determine the quality of work performed and personnel assigned to the project. The results will be provided to the evaluation team and used in scoring the proposals.

Transition Process – Provide a detailed description of the transition process for a new employer client. Address personnel involved including the name and title of the person with overall responsibility for the process. Include timetables indicating key tasks, responsible party (or parties) and timing. Please describe how you can assure that the process is timely and as “seamless” as possible. Please provide sample communication pieces.

Legislation – Describe how you keep employers informed of legislation affecting their benefit plans and the support you provide when law requires participant notification of a change.

Banking – Describe the types of banking arrangements you can support together with the internal audit controls that are in place to assure accuracy and security of the Brown County employer funds.

7. Cost Proposal

Use the First Year Rate Proposal Sheet provided as Attachment A

8. Proposal Selection / Award

The proposals will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements will result in the proposal being eliminated from consideration.

Accepted proposals will be reviewed by an Evaluation Committee and scored against the stated criteria. This scoring will determine the ranking of organizations based upon their written proposals and references. If the team determines that it is in the best interests of the County to require oral presentations, it will invite the highest ranking vendors to make such presentations. The final ranking will be based upon the total scores including the oral presentations.

Proposals will be evaluated based on a weighted point system as identified below.

Rejection of proposals. Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals.

Specifications	Points
1. Overall Approach to the Project	5
2. Qualifications of Firm and Staff	5
3. Experience	10
4. Scope of Work – Service and Support Customer Service Claims Adjudication Report Offerings, Report Systems, and Methods of Reporting Utilization Review/Case Management Disease Management Employee Communications	40
6. Cost	35
7. References	5
Total Points	100

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive proposer. Alternatively, the top two scoring proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked again, with the award going to the firm with highest score.

9. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

10. Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified in the proposal and identified on the attached Designation of Confidential and Proprietary Information form found at attachment C. Proprietary information submitted in a proposal will be handled in accordance with applicable Wisconsin State Statutes. No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

11. Independent Contractor Status

The selected contractor shall function as an independent contractor and will be responsible for any federal or state taxes applicable to this contract and for complying with the requirements of all federal and state laws pertaining to income tax withholding, unemployment insurance and other insurance applicable and necessary for its employees.

Employees of the contractor will not be eligible for any Federal Social Security, State Worker's Compensation, Unemployment Insurance or Retirement System benefits under this contract except for the benefits provided by the contractor.

12. Other

State of Wisconsin Requirements. This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), WI Stats, or national origin.

Brown County is an Equal Opportunity Employer.

All work shall conform to all applicable Industry, Federal, State and Local Laws, Codes, Ordinances and Standards.

Taxes. Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

ENCLOSED EMPLOYER DATA

The following data is being provided in the documents on the CD enclosed with this RFP for consideration in the preparation of proposals:

- Current census
- Enrollment information
- Two years of rate history
- Two years of claim history
- Summary of stop loss claims

Plan Design Specifics

Brown County currently offers two plan design options

PPO Plan

Deductible -- \$250 Single / \$750 Family In-Network -- \$550 Single / \$1,650 Family Out-of-Network

Out of Pocket -- \$750 Single / \$2,250 Family In-network -- \$1,650 Single / \$4,950 Family Out-of-network

90/60 Coinsurance

\$25 Office Visit Copay

\$20% / 25% / 35% Pharmacy

PPO HDHP Plan

\$1,500 Single / \$3,000 Family Deductible In-Network -- \$3,000 Single / \$6,000 Family Deductible Out-of-Network

Out of Pocket -- \$1,500 Single / \$3,000 Family In-network -- \$6,000 Single / \$12,000 Family Out-of-network

100/70 Coinsurance

\$25 Office Visit Copay

\$20% / 25% / 35% Pharmacy

SPECIFICATION / ACCOUNT INFORMATION:

Company Name

Brown County

Address

305 E. Walnut Street
Green Bay, WI 54301-3600

County

Brown

Phone Number – 920-448-4051

Fax Number – 920-448-6277

Multiple Locations – Yes

SIC Code: 9131 Municipality

Current TPA – UMR

Current Reinsurance Carrier – ING

Current PBM – Innoviant

Current PPO Network – United Healthcare Options

Specific Stop-Loss Deductible - \$300,000

Type of Contract – Paid

Flexible Spending Account Administrator – Benefit Advantage

Current Consultant – M3 Insurance Solutions for Business – Cindy VanAsten

Total Number of Benefit Eligible Employees – 1460

Covered Employees – 1,420 and 3,600 members

Plan Year – January 1 to December 31

Additional Comments – Early Retirees are eligible to continue coverage, provided they were active at the time of retirement in accordance with applicable contracts.

Background

Covered Group:

All Full-time Employees

☒ YES

☐ NO

Early Retirees Under 65

☒ YES

☐ NO

Union

☒ YES

☐ NO

Part-time: Hours: **50% FTE**

☒ YES

☐ NO

Eligibility:

The majority of employees are eligible for benefits being quoted. If their work varies by collective bargaining agreement, majority must have a 50% FTE minimum; but some groups eligible with less than 50% FTE ie. Library clerks 29%.

Eligibility Date: 1st of the month following 30 days of benefit eligible employment.

Dependents are covered to age 27.

EXPECTATIONS OF SERVICE/CAPABILITIES CARRIER/TPA IS TO PROVIDE AND SPECIFIC ITEMS TO ADDRESS IN YOUR PROPOSAL

1. Top management commitment to provide experienced, dedicated, consistent and responsive staff and account management team, with appropriate back-up coverage.
2. Ability to provide value; and, a proven track record and the ability and willingness to provide outstanding claims and customer service at competitive economic terms, with the ability to audit on all components.
3. Comprehensive quality improvement system that encompasses all critical services, such as customer service, claims adjudication, system support, etc.
4. Customized participant communications — all subject to Brown County's approval.
5. Willingness to provide appropriate prior notice to Brown County for any program or administrative change, and to implement such change(s) in a manner that is as seamless as possible to participants.
6. Willingness to provide timely notification of legislation affecting their health plans and support with any participant notification requirements.
7. Feature a claims payment system that maximizes accuracy and efficiency.
8. Meet the information specifications and provide comprehensive, timely and accurate data reports. Ability to report data based upon collective bargaining groups.
9. Ability to duplicate the current plan designs.
10. Ability to adjudicate claims under the plans. (benefits, retirement, extension of benefits, etc.) according to the existing Labor Contracts.
11. Dedicated claims and customer service unit and supervisor.
12. Enhanced Employee communication and other ancillary services.
13. Secured web based claim inquiry.
14. Ability to provide Procedure specific Quality and Cost outcome data

CUSTOMER SERVICE

1. How many customer service representatives would be responsible for this account and where will they be located? What is their average length of service and the turnover rate for the past three years? What is their relationship to your claims department? Please describe their training program.
2. On a day-to-day basis, who within your organization is responsible for ensuring that the customer service representatives provide excellent service?
3. Please describe your quality improvement activities related to participant customer service. Include results of any studies done on phone wait times, lost calls and customer satisfaction. Please provide a copy of your customer satisfaction tool(s).
4. Please describe your employer and participant complaint resolution process including appeals processes for Non-ERISA groups for medical, dental and prescription drug plans.
5. Please describe your quality improvement activities related to client employer customer service. Describe the role of the account manager. How do you evaluate his/her effectiveness and what steps can an employer take if service is not satisfactory?
6. Please provide copies of the types of correspondence a member might receive, such as ID Cards, Explanation of Benefits (EOB), standard letters used in response to inquiries, etc.
7. At an employer's request, please indicate your willingness to provide employer-approved "Welcome Letters" to all employees/retirees. If your organization sends a standard introductory letter, please indicate if the employer-approved letter can be substituted.
8. At an employer's request, are you willing to contact high-volume providers to introduce your organization as the claims administrator?
9. Please describe your ability to communicate with the Brown County participants via the Internet.

ELIGIBILITY / CLAIMS / SYSTEMS CAPABILITIES

1. Please describe your ability to administer claims for participants in all fifty (50) states.
2. Please describe the extent, if any, to which your medical claims processing and eligibility systems are integrated with other products you may offer, such as Carrier/TPA services for worker's compensation, dental and short-term disability.

3. Specify the location(s) of the claims office(s) you propose to use and indicate average length of service of the adjudicators who will be assigned to this account. What is the average turnover rate for the past three (3) years for your claims adjudicators? Please describe their training program.
4. Please provide an overview of your eligibility system including how employee and dependent eligibility is maintained. Please supply required data elements including details on student status updates.
5. Describe all the methods available to employers for initial eligibility transfer and ongoing eligibility changes or updates (i.e. facsimile, voice response system, e-mail, on-line entry, the Internet, etc.). What are your performance standards for enrollment and eligibility.
6. Describe the process for generating and delivering ID cards including all quality control processes for privacy of Social Security Numbers. Specify if any part of the process involves outside vendors (i.e. for card stock, printing, etc.).
7. Please provide an overview of your claims processing system and any recent and/or planned system enhancements and the impact on your customers. Address degree of auto-adjudication that currently exists for facility and for professional claims. Please indicate which, if any, of the provisions of the plans currently being administered cannot be automatically adjudicated by the system. What differentiates your system from that of other administrators?
8. Describe the process of building the employer's plan into the system and how amendments are handled.
9. What limitations does your system have regarding plan design administration?
10. Please indicate if you contract with a third party check-writing vendor.
11. Indicate your ability to batch provider payments.
12. How do you maintain and disseminate benefit intent information needed for accurate claims adjudication as an employer makes this information known to you after the transition process is complete?
13. Briefly describe how you adjudicate and check the quality of medical claims. What are your performance standards for paying claims (financial, procedural, turnaround time)? What are the results of your last claims audit?
14. Please identify the types of benefit accumulations that can be maintained online. Indicate if current administrator's accumulator data can be loaded on your system and specify additional costs, if any.

15. Please describe your system edits for over utilization of specific services such as chiropractic, physical therapy, mental health, chemical dependency, etc. Indicate if these edits can be modified based on client request and specify additional cost, if any.
16. Explain the process for pending claims and follow up.
17. Explain how your system identifies duplicate claims.
18. Explain how your system identifies and processes Coordination of Benefit (COB) claims.
19. Describe how your system identifies claims for subrogation. Explain the steps followed to investigate a claim. Attach a sample report which shows details of recovered claims and proof of transfer of funds. Please indicate any sub-contracts used in identifying subrogation claims ie. Data scrubbing.
20. What is the average claim processing time for a claim (electronic and paper)?
21. How do you determine UCR for medical charges and how often do you update?
Name your sources. Are you able to administer UCR at the 85% percentile? Specify additional charges, if any, for UCR variations. Include specific list of CPT codes for both surgical and non-surgical.
22. Please describe your processing and payment conventions for CPT code modifiers.
23. Describe the claims processing system's ability to maintain and access both new and prior benefit plans.
24. Do you currently interface with any outside vendors for utilization and case management, disease management, flexible spending account or COBRA services?
Do you have the ability to work with Employee Assistance Programs as a gatekeeper?
If so, please provide a detailed description of your interface capabilities.
25. Please describe in detail your case management, wellness and disease management programs including how cases are identified, assessed, implemented, documented, evaluated and communicated.
26. Please provide us with sample communication materials and reports on case management, wellness and disease management.
27. Are quality checks performed prior to sending a client or vendor claims or eligibility data? If, so, please describe.
28. Please provide a sample of control reports that accompany eligibility and claims data transfers.
29. How often is your system updated and how does the update relate to the date that monthly claims and eligibility information are derived for monthly data transfers?

30. How will you notify the Brown County of any system problems or changes that could affect us?
31. Please identify the position(s) and name(s) of individuals who will respond to questions from the Brown County employees and management team.
33. Please describe your web capabilities as it relates to Employee Portals and any Consumer/Wellness information availability.

Utilization Review (UR)/Case Management/Disease Management

1. Identify the procedures for UR starting when a call is received through discharge.
2. What is your standard time frame for communicating certifications or denials to a patient and a provider?
3. What is your standard response time for appeals?
4. Ability to work with other Carrier/TPA's to coordinate information, ie: transfer eligibility data, claims data for disease management, etc

NETWORKS

1. Provide information on networks you currently work with or have a local PPO or PPO networks available in Northeast Wisconsin?
2. Please provide the names of the PPO Networks you have specific relationships with and those that your company will not work with.
3. Please provide the average inpatient, outpatient and physician services discount for each network identified for claims paid during the 2009 Calendar Year.
4. Ability to provide PPO Provider networks on a "rental" or direct contracted basis, including networks not currently administered by or contracted by your Carrier/TPA.

REPORTS

1. Please provide a copy of all of your standard reports including a timetable for date run/date delivered to employer.
2. Please describe your ability to provide a monthly claims lag report by subdivision.
3. Please describe your ability to perform ad hoc reports and associated costs, if any. Please provide a copy of three (3) such reports you have generated based on customer request.
4. Please describe on-line reporting capabilities available to employer clients.

5. Access to data by consultant.

PHARMACY BENEFIT MANAGER

1. Please include a copy of your current formulary.
2. Please describe Mail order.

DELIVERABLES

SPECIFIC SERVICE DELIVERABLES

Please indicate your ability to meet or exceed the deliverables that follow and specify any deviations. Note that for items 20 through 27, your recommended standards are requested concerning time frame or percent. **Please indicate the financial risk you are willing to attach to all deliverables listed below.**

1. Process all claims and eligibility according to the benefits plans attached to this document.
2. Financial summary documents provided to each employer within 120 days following the end of the plan year.
3. Claim reserve calculations by employer on a specified periodic basis.
4. Timely and accurate eligibility data transfers provided to outside vendors such as PBMs.
5. Report that reconciles claims paid with cash disbursements.
6. FSA, COBRA and HIPAA administration/interface.
7. Disclosure of percentage of PPO Network Discounts.
8. Implementation of or access to Disease Management programs and procedures.
9. Ability to administer discounts from providers that are currently not contracted with a PPO; timeliness of adding new or additional Providers.
10. Provision of State of New York Department of Health Public Pool Reporting.
11. Plan document finalized and SPD materials drafted no later than [60] days prior to effective date.
12. SPD materials printed and ready for distribution no less than [45] days prior to effective date.

13. Initial eligibility interface developed, tested and implemented no less than [45] days prior to effective date.
14. Initial employee eligibility data loaded into claim system no less than [30] days prior to effective date.
15. Initial benefit plans loaded into claim system and tested no later than [45] days prior to effective date.
16. All ID cards mailed no less than [30] days prior to effective date.
17. No less than [98]% of ID cards will match enrollment data provided on tape.
18. Employee communication materials will be developed and approved no less than [45] days prior to effective date.
19. Financial claims payment accuracy no less than [98]%
20. Claims procedural-processing accuracy no less than [98] %.
21. No less than [70% of claims with a turn around time of [15] days or less.
22. Customer service telephone average response time no greater than 10 seconds.
23. Call abandonment rate no greater than 2%.
24. Research for beneficiary or employer inquiry/complaint turnaround time 24 hours for no less than [90]% of requests that can be handled by phone.
25. Research for beneficiary or employer inquiry/complaint turnaround time of no greater than [3] days if written response required.
26. Scheduled reports delivered according to time line specification no less than 98%.
27. Customer service/claims personnel trained to process claims and answer employee questions on effective date including network status.
28. Contractual amendments provided within 30 days of request of change.
29. Notification of any change in claims processing management or administrative personnel prior to changes.

QUOTATION DOCUMENTS

Note: Fees must quoted on the attached Brown County form only and submitted with your proposal documents. Price quotations submitted to BROWN COUNTY on any

other form than the attached "Brown County Price Quotation Form" will be considered as not meeting RFP specifications.

Fees quoted on Brown County's quotation form attached to the RFP must be inclusive of the following:

1. Administration of the Brown County employer plan designs found on CD provided.
2. Provision of a dedicated claim and participant customer service staff for the Brown County.
3. Handling of participant and employer inquiries via a dedicated toll-free line.
4. Responsibility for all claim determinations, claim reviews and administration of the Brown County appeal process.
5. File payment of all medical claims directly to providers or employees.
6. Meetings no less than twice annually with Brown County to review plan performance, address concerns, etc.
7. Production and mailing of ID cards.
8. Provision of subrogation, COB and recovery services.
9. Fees as quoted are guaranteed.
10. Any additional fees and/or fee changes due to increase or decrease of employee volume are identified in "Other" section.
11. Please supply your HIPAA/privacy language concerns.
12. Disclosure of all compensation. Products quoted should be net of commissions. Identify anyone, individual or organization who will otherwise benefit if the County accepts your proposal.

Reinsurance

1. How many companies/resources do you utilize?
2. Do you act as an agent/broker for reinsurance?
3. Do you have proprietary interest in any of the companies you work with? If so, please explain.
4. Actively at work provision must be waived.

Specific Deductible (please quote the following options):

- Option#1: Match current \$300,000
- Option#2: \$325,000

Items Required to be Submitted to Complete your Proposal Response

The following submittals are required and must be submitted in the following order;

- 1) Cost Proposal Sheet – Attachment A
- 2) Reference Data Sheet – Attachment B
- 3) Designation of Confidential/Proprietary Information – Attachment C
- 4) Appeals Process – Attachment D
- 5) Insurance Requirements - Attachment E
- 6) Cooperative Purchasing Agreement (Page 21 attached to this RFP)
- 7) Proposal Signature Page (Page 22 attached to this RFP)
- 8) Responses to Questions & Deliverables (from Section III & IV of this RFP document)

Attachment A
Cost Proposal
Project #1398

Brown County
 First Year Rate Proposal Sheet
 January 1, 2011 through December 31, 2011
 TPA: _____

Fees	Single	Family
Administration Fees		I
Claims Administration	_____	_____
Dental Administration	_____	_____
PBM Administration Fees	_____	_____
Dispensing Fee	_____	_____
Paper Claims Processing Fee	_____	_____
Electronic Claims Processing Fee	_____	_____
Name Brand Reimbursement Rate	_____	_____
Generic Reimbursement Rates	_____	_____
Interlace Fees	_____	_____
Reinsurance	_____	_____
PBM	_____	_____
Network Access Fees	_____	_____
COBRA Administration	_____	_____
HIPPA Administration	_____	_____
FSA Administration	_____	_____
HRA Administration	_____	_____
Utilization Review		I
Utilization Review	_____	_____
Case Management	_____	_____
Disease Management	_____	_____
Reinsurance Fees		I
Name of Reinsurer: deductible	_____	_____
Specific Stop Loss Premium	_____	_____
Aggregate Stop Loss Premium	_____	_____
Expected Claims Factors	_____	_____
Aggregate Stop Loss Attachment Points	_____	_____
Alternative - Deductible		
\$300,000 Specific Deductible	_____	_____
Specific Stop Loss Premium	_____	_____
Aggregate Stop Loss Premium	_____	_____
Expected Claims Factors	_____	_____
Aggregate Stop Loss Attachment Points	_____	_____
Alternative - Deductible		
\$325,000 Specific Deductible	_____	_____
Specific Stop Loss Premium	_____	_____
Aggregate Stop Loss Premium	_____	_____
Expected Claims Factors	_____	_____
Aggregate Stop Loss Attachment Points	_____	_____

Other**I**

Start UP Costs

ID Card Costs

Plan Document Development Costs

SPD Printing Costs

Claim Run-In-Fees

Subrogation Fees

Interlace Requirements (Reinsurance, PBM, etc.)

Ad Hoc Reports

Other (please describe)

Attachment B
Reference Data Sheet
Project #1398

Provide a current list of comparable references for which your company is providing or has recently provided Services similar in scope and size as per Section 2.3. Include dates, a specific contact person, title and telephone number. The references provided should be for services provided from the office that would be servicing this contract.

Company Name: _____
Project: _____
Address: _____

Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____

Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____

Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____

Telephone: _____
Contact Person: _____

Company Name: _____
Project: _____
Address: _____

Telephone: _____
Contact Person: _____

Attachment C
Designation of Confidential and Proprietary Information
Project #1398

The attached material submitted in response to project #1398 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

Attachment D
Appeals Process
Project #1398

To: Vendors
RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a bid or quote.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600

Attachment E
Addendum Acknowledgement
Project #1398

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP/quote from the plans and specifications and have checked the same in detail before submitting the Bid/RFP/quote to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature _____

Date _____

If this Bid/RFP/quote is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of Bid/RFP/quote due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If bid/rfp/quote has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP/quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP/quote's that do not acknowledge addendums may be rejected.

All proposals and bids submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP/quotes that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment F
Insurance Requirements
Project #1398

Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains nor to the limits required herein.

(1) Worker's Compensation Insurance and Employers Liability.

State Statutory workers' compensation Limits Employer Liability, \$100,000 each accident.

(2) Comprehensive General Liability (Occurrence Form).

- Products and Completed Operations
- Personal Injury and Advertising Liability
- Independent Contractors/Protective

Limits of Insurance \$1,000,000 per occurrence \$1,000,000 aggregate

(3) Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles. Limits of Insurance \$1,000,000 per occurrence for bodily injury and property damage.

(4) Excess/Umbrella Liability.

Limit of Insurance \$1,000,000 per occurrence

Additional Insured

The Contractor agrees that the Comprehensive General Liability and Business Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Adjustments to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at sometime after the initial term of the contract, the County shall give

notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative. The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County. The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

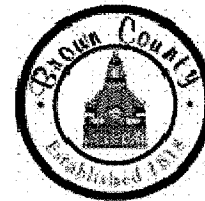
If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on. Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract. ****

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: February 15, 2010
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR JANUARY 2010

Hires:

Full-Time:

Librarian I	1
Risk Manager	1

Part-Time:

Clerk – Library	2
Court Reporter	1
Telecommunication Operator	1

Limited Term/Seasonal/On-Call:

Intern – Solid Waste	1
Extra Help – District Attorney	1
Extra Help – Facilities	1
Seasonal Trail Ranger	1

TOTAL HIRES: 9

Separations:

Full-Time:

Budget & Finance Manager	1
Correctional Officer	1
Epidemiologist	1
Finance Manager	1
Shelter Care Worker	1
Telecommunication Operator	1

Part-Time:

Clerk – Library	2
-----------------	---

Limited Term/Seasonal/On-Call:

Bailiff	2
Intern – CTC	1

TOTAL SEPARATIONS: 11

Current Employees:

Regular Employees: 1450 (1359.47 FTE's)

Extra Help: 179 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1629

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	421.022.6182.100	Construction General	15,050
<input checked="" type="checkbox"/>	<input type="checkbox"/>	420.001.420.6110.003	Outlay Technology	20,146
<input checked="" type="checkbox"/>	<input type="checkbox"/>	420.001.421.6110.003	Outlay Technology	116,694
<input checked="" type="checkbox"/>	<input type="checkbox"/>	420.001.422.6110.003	Outlay Technology	338,420

Narrative Justification:

The following capital projects were not completed in 2009 as intended. As a result no budget was established for 2010. The remaining available bond funds from each of the capital project funds will be budgeted as follows:

Fiber (\$15,050)

This project is 99% complete. When the ground thaws in Spring 2010 there is some minor fiber work to be completed between the Golf Course Clubhouse and the Maintenance Building which is the office area for Scott Anthes.

VoIP Bond (\$20,146)

There is one software module for Attendant Console that was not installed during the Voice over Internet Protocol (VoIP) initial software load. Other options emerged during the early installation of this project. Our implementation vendor will be evaluating options in 2010 for all their customers and we are waiting on their recommendation.

Video Sound Recorder (\$116,694)

The RFB process for this project started in the third quarter of 2009. Final vendor selection took place in the fourth quarter and the contract was finalized in December 2009. Due to a combination of events with end-of-year ERP timing and holiday vacations the purchase order was not actually printed until January 8, 2010.

Disaster Recovery Bond (\$338,420)

The Disaster Recovery project initiated in 2009. Some of the hardware was purchased that was also shared with the Video Sound Recorder Bond and the 911 Center Bond when Public Safety established their own hardware and software environment. We also needed to first finalize the fiber connectivity to the Backup Data Center located along side the new 911 Center. Once the fiber connectivity was in place, testing was completed to establish at what speeds we could sustain reliable data transfer between the two Brown County Data Centers. Now that IS knows we can provide reliable 10 GB transfer speed with little latency in the lines, we will be able to finalize the best type of data transfer software and hardware configuration to the secondary Data Center for consistent redundancy.

AUTHORIZATIONS

Robert J. Hermann
Signature of Department Head

Don King
Signature of Executive

Department: IS

Date: 2/16/10

Date: 2/15/10

(20)
Don King
2/16/10

Rev 10/09

Rev 10/09

INFORMATION SERVICES DEPARTMENT

Brown County

305 E. WALNUT STREET, FIFTH FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600

ROBERT J. HEIMANN

PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

DIRECTOR

Director's Report - February 25, 2010

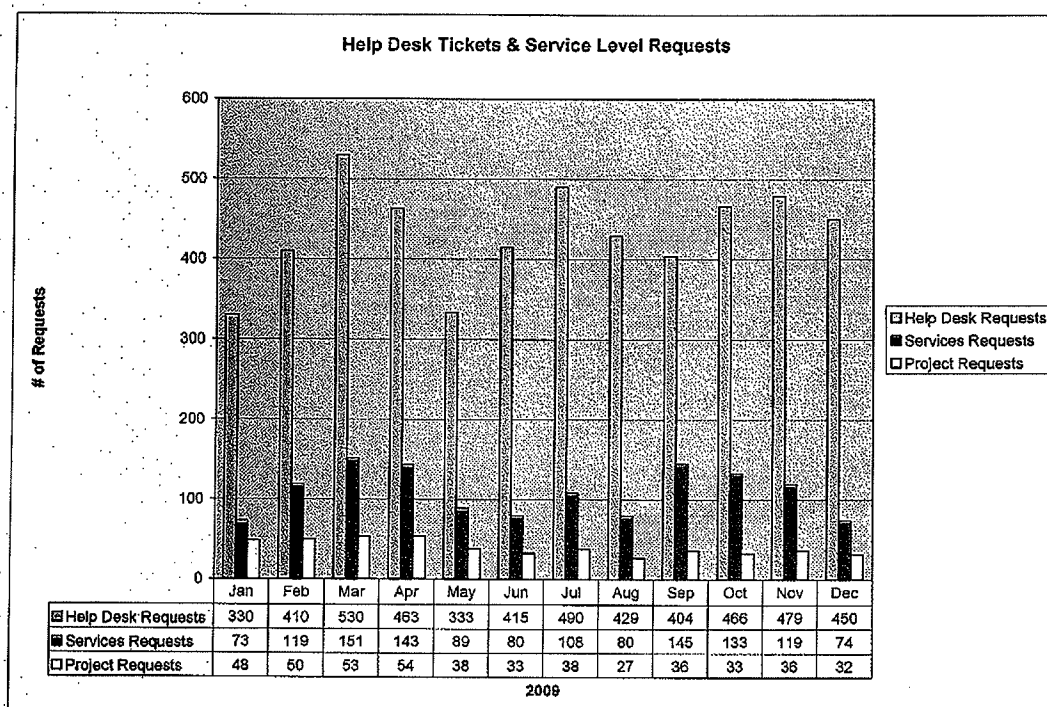
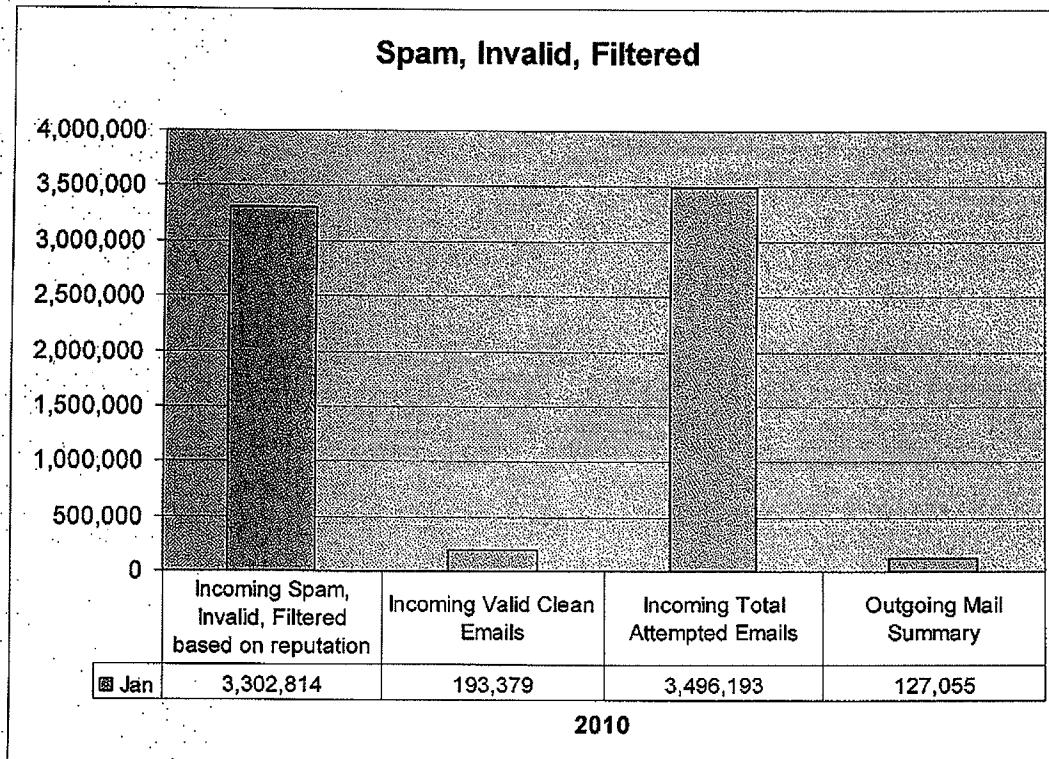
The information provided below highlights some of the activities and opportunities the Information Services Department has recently been encountering.

Update on Current Technology Initiatives

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) continues as a key 2010 technology initiative. Brown County locations moved to the new system since the last report are: Child Support, Human Services Economic Support on the second floor of Sophie Beaumont, Human Services in the mezzanine area in Sophie Beaumont and the County Clerk's office.
- All Brown County Locations that were part of the Brown County fiber optic infrastructure project are now connected to the new fiber except the Highway Department and the Howard sub-station. The Highway should be completed over the next couple weeks and the Howard sub-station requires some extra planning as the Brown County Sheriff's Department is sharing the facility with the Village of Howard.
- Implementation of the redundant fiber optic loop to many of the locations is complete. The rollover to the redundant fiber cable is currently a manual process with no plans or budget in 2010 to implement an automatic rollover if an item like a fiber optic cable cut occurred. There are locations like the Highway Department which is served by a single approximate 4 mile leg coming off the main fiber cable. If there was a complete sever of the fiber optic cable in that last 4 mile leg, there is no redundant cable available. If there was just damage to some of the fiber pairs within the cable, there are spare fiber pairs in the main cable.
- Pre-planning is largely complete for the software installation for the new video recorder for security cameras. The software installation is planned for Monday February 22, 2010. The first location that will go live on the new system is the CTC which has 24 cameras located in the new facility. There are additional cameras that will be installed on the new system for the Facilities Department. Additional locations to start picking up extra cameras are the Law Enforcement Center, Courthouse and Jail. All new cameras purchased should be of the new Internet Protocol (IP) variety which provides advantages in this new environment. By adding cameras on this new system, departments no longer need to purchase separate DVR recording equipment.
- The Information Services Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for payroll and Human Resources are being worked on in conjunction with the time and attendance software from Kronos.

Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of email activity being experienced on the BC servers. These charts will show the valid and invalid email volumes being managed by the IS Department.



Concerns

- In July 2010 the new Credit Card Act of 2009 and Payment Card Industry (PCI) Data Security Standard (PCI-DSS) requirements go into effect. This set of requirements is a worldwide information security standard designed to ensure all companies that process, store or transmit credit card information maintain a secure environment. The IS Department has been working with the departments affected as in some instances software modifications or business practice changes need to be implemented.
- Email has become a key productivity tool for many BC employees to perform their daily jobs. With the huge amount of personal information BC has on the computer systems there is a need to initiate the use of a security tool to encrypt email. The exact parameters surrounding these encrypted emails have not been established. The IS Department plans to work with some outside consulting resources that have configured this type of security configurations before. There are dollars for this purpose that will need to be carried forward from the 2009 budget to the 2010 budget. This is one of the projects that did not get completed in 2009 with the loss of the System Administrator.
- Some preliminary discussions have taken place with Tom Hinz, Brian Shoup and myself regarding Human Services and IS staff resources for the Human Services Electronic Medical Records system.
- Security threats from numerous internal and external sources remain at extremely high levels. On February 10, 2010 we received notification from the U.S. Department of Homeland Security of an increased threat from suspicious emails. The implementation of BC security efforts must remain a key priority and have the financial and staff time support from the Brown County Executive, Administration Committee and County Board.

Staffing

- In my January 28, 2010 Director's Report I identified some staffing shortfalls and listed some other county comparative analysis. Tom Hinz and I have started discussions on this major liability since all computer network and server knowledge is under the responsibility of one person at Brown County, the Network Manager. This role needs to be split to separate the infrastructure side from the PC Server side. There is currently too much risk associated if this one employee didn't come to work some day. Not to mention the difficulty dealing with vacations and supporting many 7X24X365 departments. This is an area that will require serious consideration as we prepare the 2011 budget.

Projects

- Some very preliminary discussions surrounding the 2010 BC IS requirement to research and implement some additional security regulations being rolled out by the FBI for selected systems. This is a must do task for the FBI that will be focused within the Law Enforcement area.

I would be happy to address any questions regarding this report.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

Brown County
Information Services
Budget Status Report

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,211,325	\$ 1,138,248	93.97%
Fringe Benefits	\$ 511,597	\$ 447,281	87.43%
Operations & Maintenance	\$ 1,668,189	\$ 1,111,762	66.64%
Utilities	\$ 252,616	\$ 166,108	65.76%
Chargebacks	\$ 5,849	\$ 5,849	100.00%
Contracted Services	\$ 272,915	\$ 126,574	46.38%
Depreciation	\$ 389,903	\$ 371,155	95.19%
Outlay	\$ -	\$ 9,076	-
Charges for Sales and Service	\$ -	\$ 324	-
Miscellaneous Revenue	\$ -	\$ 20,300	-
Charges to County Departments	\$ 4,337,394	\$ 3,323,316	76.62%
Transfer In	\$ -	\$ 26,182	-

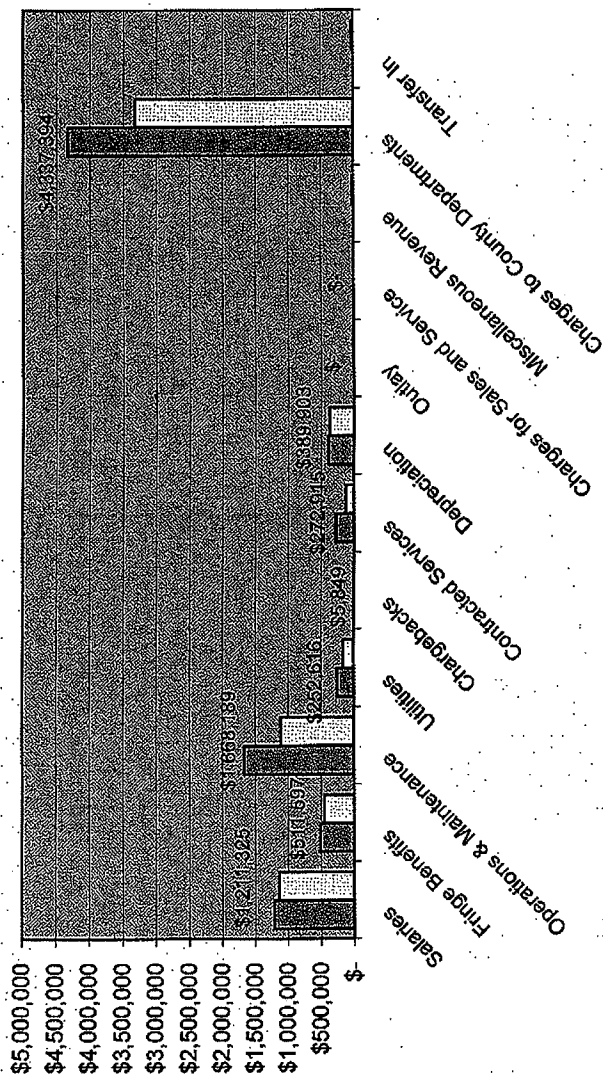
HIGHLIGHTS:

Expenses: Utilities costs are below budget due to better pricing received with communication needs for the VoIP phone system. Early implementation of new fiber lines created lower costs in the AT&T line charges. Licenses for additional security access and other security related projects were not completed in 2009 without having the IS System Administrator for almost 6 months. Carryovers have been requested for these security projects. Over \$55,000.00 was not needed for Kronos time and attendance hardware and software support. Over \$40,000.00 was saved in network and application monitoring software.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Miscellaneous Revenue is for printer rebates. Transfer In is the 2009 costs incurred for Fiber Optics, which was bond funded, and then transferred as an asset to IS.

**Information Services
Preliminary December 2009 Report**

■ Annual Budget
□ YTD Actual





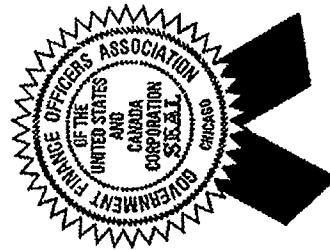
The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Department of Administration
Brown County, Wisconsin



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date February 1, 2010

2009 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-149	1/11/10	Administration	Transfer of funds to cover 4 th quarter 2009 sick leave payouts for retirees.	3a	Approved 1/15/10	N	----	J6790 No actual needed
09-150	1/15/10	Port and Solid Waste	Adjustment to use \$438,042 from Harbor 217 to cover a cash deficit in Port because of a misallocation of original funds.	5	Approved 1/15/10	Y		
09-151	1/11/10	Golf Course	Adjustment of \$500 to cover overages in the Electric account.	1	N/A	N	----	J6789 No actual needed
09-152	1/18/10	Human Services – CTC	<i>(Budget adjustment being revised and resubmitted by CTC 1/25/09)</i>					
09-153	1/20/10	Human Services	Allocation of \$47,000 from the State for clients transferred from another County to Brown County.	5	Approved 1/26/10	Y		J6871 Needs to be posted
09-154	1/20/10	Human Services	Allocation of \$199,000 from the State for increased number of consumers being diverted from nursing homes.	5	Approved 1/26/10	Y		J6872 Needs to be posted
09-155	1/20/10	Human Services	Allocation of \$7,000 from state and federal government for increased services for clients.	5	Approved 1/26/10	Y		J6873 Needs to be posted
09-156	1/20/10	Human Services	Allocation of \$173,000 from state and federal government to relocate consumers from nursing homes to less restrictive environments.	5	Approved 1/26/10	Y		J6875 Needs to be posted
09-157	1/20/10	Register of Deeds	Transfer of \$2,371 to contracted services from various accounts to pay Fidler Laredo user charges for December.	3a	Approved 1/26/10	N	----	J7050 No actual needed
09-158	1/20/10	Register of Deeds	Transfer of \$239 from copy expense to cover telephone bill for December.	3a	Approved 1/26/10	N	----	J7051 No actual needed
09-159	1/27/10	Human Services	Use of \$1,250,000 in Community Programs fund balance to offset spending overages in purchased services.	5	Approved 1/27/10	Y		J7045 Needs to be posted
09-160	1/27/10	Facility and Park Mgmt	Transfer of \$1,500 to contracted services to cover additional costs for records storage with ARMS.	3a	Approved 1/27/10	N	----	J7052 No actual needed

2010 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-04	1/18/10	Planning and Land Services	Allocation of \$10,000 in ARRA funds from a Water Quality Management Planning Grant to implement wetland identification using Color Infrared Imagery (CIR).	5	Approved 1/26/10	Y		
10-05	1/18/10	Planning and Land Services	Allocation of \$29,956 for an Environmental Impact Statement projects on the Southern Bridge and Bypass for the Highway department. Staff was unable to work on the project in 2009 but will do so in 2010.	5	Approved 1/26/10	Y		
10-06	1/21/10	Public Safety – E. Mgmt	Allocation of \$3,750 grant to conduct a study of hazardous materials being transported through the I-43 corridor.	5	Approved 1/26/10	Y		
10-07	12/1/09	Public Safety – E. Mgmt	Allocation of \$69,606 grant to purchase P25 compliant radios for Villages of Hobart, Howard and Wrightstown.	5	Approved 12/3/09	Y	Approved in 2009, was really meant to be 2010 adjustment (technical correction, see 09-131)	J0961 No actual needed
10-08	2/4/10	Sheriff	Reallocation of \$5,466 in 2009 JAG grant funds for Jail emergency response training to be used in 2010.	5	Approved 2/4/10	Y		
10-09	2/2/10	Land & Water Conservation	Reallocation of \$11,868 in 2009 US Fish and Wildlife Services grant funds for the Pike Habitat Project to be used in 2010.	5	Approved 2/8/10	Y		
10-10	2/8/10	Facility and Park Mgmt	Reallocation of \$14,305 in 2009 WI Office of Energy Independence grant funds for the 25x25 Plan to be used in 2010.	5	Approved 2/8/10	Y		
10-11	12/15/09	Facility and Park Mgmt	Allocation of \$24,783 in additional funds from the State-funded Snowmobile Trail Program because of the extended snow season.	5	Approved 12/24/09	Y	Approved in 2009, was really meant to be 2010 adjustment (technical correction, see 09-141)	J0962 No actual needed
10-11	2/9/10	U.W. Extension	Allocation of various 2009 grant and other contract funds not expended in 2009 to be used in 2010.	5	Approved 2/16/10	Y		
10-12	2/10/10	Sheriff	Allocation of \$74,619 TraCS grant from WIDOT to purchase equipment (squad computers, software, etc.) from TraCS consortium.	5	Approved 2/16/10	Y		
10-13	2/10/10	Sheriff	Allocation of \$122,854 (2010 portion) WI OJA grant to hire a DTF (drug diversion) officer and part-time clerical assistant.	5	Approved 2/16/10	Y		
10-14	2/11/10	Human Services	Reallocation of \$2,500 in 2009 Crime Prevention Foundation grant funds not expended to be used in 2010.	5	Approved 2/16/10	Y		

GRANT APPLICATION APPROVAL LOG
February Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
10-02	1/22/10	PALS - LIO	USGS Non-Competitive Assistance FY2010 Eastern Region	United States Geological Society	\$25,565	\$0	2/10-10/10	Funds would be combined with \$80,000 budgeted to complete aerial orthophoto mapping project of Brown County to support transportation planning, E-911, land records, etc.
10-03	2/3/10	Port and Solid Waste	Cat Island Restoration Project	USEPA Great Lakes Restoration Initiative	\$1,500,000	\$150,000	2011	Funds would construct a 2.5 mile wave barrier along the remnant Cat Island shoals as part of the reconstruction of the Cat Island chain.
10-04	2/3/10	Port and Solid Waste	Environmental Cap Renard Island	USEPA Great Lakes Restoration Initiative	\$2,000,000	\$0	2011	Funds would be used to "cap" Renard Island with clean navigation channel sediment as a barrier from underlying sediments to protect human health and environment.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

February 16, 2010

TO: Administration Committee Members

FROM: Lynn Vanden Langenberg
Director of Administration

SUBJECT: ARRA Funds Report Request from Ed & Rec Committee

Attached please find a report of Brown County ARRA (stimulus) funding either applied for by or awarded to Brown County since January 1, 2009. The Education & Recreation Committee requested this information from Bill Dowell at their February meeting; therefore, we will also supply them with a copy of this report.

Please note that this report does not include shared revenue of \$1,852,908 (2009); child support revenue of \$1,195,555 (2009); or highway project revenue (federal pass-through to WIDOT) of \$1,096,000 (2010 budget), all of which were supplanted with ARRA funds.

For your convenience, below are websites that offer more information on ARRA funding:

www.recovery.gov
(Recovery.gov – Track the Money)

www.recovery.wisconsin.gov
(Wisconsin Office of Recovery and Reinvestment)

If you have any questions on any of this information, please feel free to contact me.

Attachment

cc: Education & Recreation Committee Members
Jayme Sellen – Executive's Office

ARRA FUNDS APPLIED FOR AND/OR AWARDED TO BROWN COUNTY
JANUARY 1, 2009 TO DATE

BUDGET OPERATION	APP. DATE	AWARD DATE	DEPARTMENT	GRANT TITLE	GRANT AGENCY	APPLIED AMOUNT	W/CH REQ'D	ACTUAL AMOUNT	ACTUAL MATCH	ACTUAL OTHER	TOTAL	PERIOD	SUMMARY DESCRIPTION	COMMENTS
Budget	N/A	6/16/09	Airport	ARRA-38	US Department of Transportation - FAA	\$2,265,000	\$0	\$2,265,000	\$0	\$0	\$2,265,000	6/09-2/11	Funds used to replace 25 feet of outboard concrete panels on North/South runway, repair Dutchman Creek culvert, etc.	
Budget	N/A	1/1/09	Child Support	2009 ARRA Plan Incentives	WI Department of Workforce Development	\$349,893	\$0	\$349,893	\$0	\$0	\$349,893	1/09-12/09	Funds used for a variety of pre-approved child support projects.	Not truly a "grant", yearly contract funded with ARRA; dollar amount is "up to" or max
N/A	N/A	12/31/09	Facility & Park Management	Clean Cities Petroleum Reduction Technologies Project	Department of Energy (through OEI)	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	2010	Funds used to offset the purchase of hybrid replacement vehicles for various BC uses.	
09-21	4/9/09	7/09	Facility & Park Management	ARRA Stage 2 Transportation Enhancement (Fox River Trail)	WisDOT	\$219,500	\$0	\$258,750	\$0	\$0	\$258,750	7/09-12/12	Funds the installation of asphalt surfacing on two miles of the Fox River Trail between Rockland Road and Midway Road (Town of Rockland).	
Budget	N/A	9/30/09	Health	ARRA-317 Immunization Program and Vaccines for Children	Department of Health and Human Services - CDC	\$48,749	\$0	\$48,749	\$0	\$0	\$48,749	1/10-12/10	Funds immunizations and vaccines for at-risk children and children in need.	
Budget	N/A	8/27/09	Human Services	Birth-10-3 Program	WI Department of Health Services	142980	\$0	\$142,980	\$0	\$0	\$142,980	7/09-7/11	Funds used for outreach, equipment, technology, assessment tools and staff development in the Birth-10-3 Program.	
Budget	N/A	12/9/09	Land and Water Conservation	LDC Total Maximum Daily Load (TMDL) Implementation Planning	WI DNR - pass-thru EPA	\$40,000	\$0	\$40,000	\$0	\$0	\$40,000	11/09-12/10	Funds administer TMDL for the Lower Fox River Basin and cost optimization for Plum and East River watersheds.	
09-15	3/17/09	6/25/09	PALS	Energy Efficiency and Conservation Block Grant	U.S. Department of Energy	\$612,000	\$0	\$612,000	\$335,327	\$214,798	\$1,162,125	6/9-6/12	Allocation of funds to assist with a wide range of energy efficiency and conservation programs within Brown County	
N/A	N/A	11/1/09	PALS	Color Infrared Imagery (CIR) Pilot Project	WI DNR	\$10,000	\$0	\$10,000	\$0	\$0	\$10,000	11/09-9/10	Funds pilot mapping project for wetland identification using CIR.	
09-32	7/16/09		PALS	Climate Showcase Communities	EPA	\$226,000	\$112,400				\$0	1/10-1/13	Program assists in implementing projects that reduce greenhouse gas and achieve enviro/comm benefits.	
09-45	11/24/09	1/29/10	PALS - LHO	The National Map, Imagery and Elevation Maps under ARRA	U.S. Geological Society	\$251,666	\$0	\$251,666	\$25,000	\$0	\$276,666	12/10-11/10	Funds used to obtain elevation mapping to support stormwater management, floodplain map review, transportation infrastructure, etc.	
09-24	4/15/09		Port & Solid Waste	Cat Island Restoration Project	NOAA	\$19,103,971	\$0				\$0	5/09-12/10	Funds construction of a rock spine structure to provide the essential foundation for restoring the Cat Island chain of barrier islands.	

2/16/2010

ARRA FUNDS APPLIED FOR AND/OR AWARDED TO BROWN COUNTY
JANUARY 1, 2009 TO DATE

BUDGET OR APP	APP DATE	AN AND DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	APPLIED AMOUNT	MAJOR REQD	ACTUAL AMOUNT	ACTUAL MATCH	ACTUAL OTHER	CUTIAL TOTAL	PERIOD	SUMMARY DESCRIPTION	COMMENTS
09-38	9/29/09	1/14/10	Sheriff	JAG Recovery Act - Drug Task Force	Office of Justice Assistance	\$450,000	\$0	\$373,247	\$0	\$0	\$373,247	12/09-11/12	Program will fund a Drug Task Force Officer and part-time Clerk/Typist III to investigate prescription drug thefts and diversions.	
09-17	3/23/09	11/09	Sheriff	ARRA Edward Byrne Memorial Justice Assistance	U.S. Department of Justice	\$33,249	\$0	\$33,249	\$0	\$0	\$33,249	3 years	Allocation of funds to purchase a wide variety of miscellaneous equipment items and training.	Pass-through grant from City of Green Bay
09-16	3/23/09	(Not awarded)	Sheriff	COPS Hiring Recovery Program	U.S. Department of Justice	\$1,721,450	\$0				\$0	3 years	Funds hire eight additional sworn officers: 4 for airport security, 4 for DTF.	

2/16/2010

DEPARTMENT OF ADMINISTRATION

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LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

February 16, 2010

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg
Director of Administration

SUBJECT: February 2010 Director Report

Staffing

The Finance Manager (formerly reporting to Human Services) position is posted.

Kurt Hogarty, Purchasing Manager has resigned effective February 19, 2010. Kurt improved the purchasing process in Brown County, utilizing his many years of military experience in the purchasing profession. Kurt was also instrumental in the automation of the purchasing orders, streamlining the process, and implementing the New World requisition and purchasing modules.

Finance & Budget

2009 Fiscal Year Statements – no financial report is included this month. The Finance Department is working with the departments to finalize the December 2009 information, and a preliminary financial report will be provided at the next meeting.

Community Programs typically takes about 30 days more than the other departments to complete the final year-end close. The staff has reported that the 2009 expenditures will exceed budget. It is estimated that \$2.8 million of fund balance will be used. The 12/31/2008 fund balance for Community Programs was \$3.3 million.

Budget – The 2010 Adopted Budget has been completed and is available in hard copy format and on-line. The timeline for the 2011 Budget process is being developed.

Bond Financing

Work has begun on the financing of capital projects approved in the 2010 Budget. The project resolutions will be presented at the March committee meetings and the April Executive Committee and Board of Supervisors. The financing will be presented in May.

If you have any questions, please feel free to contact me at 448-4035.



BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.4302	State Grant and Aid Revenue	14,305
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5708	Professional Services	14,305

Narrative Justification:

2010
In 2009, Brown County received a \$50,000 25x25 Plan Grant from the Wisconsin Office of Energy Independence (OEI). We were not able to complete all the energy audits included in the grant for 2009, and received a three-month extension from OEI to complete that work. This budget adjustment increases the Facility and Park Management 2010 budget for the remaining \$14,305 of the grant.

AUTHORIZATIONS

WE Dwell
Signature of Department Head
Department: FPM
Date: 02/02/10

Sam King
Signature of Executive
Date: 2/8/10

(M)
Spur
2/8/10

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
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<input checked="" type="checkbox"/> Category 3		
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<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5300	Facility Building Supplies	\$9,936
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5700	Facility Contracted Services	\$11,620
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5501	Facility Electric	\$19,786
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5502	Facility Gas	\$29,568
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.55303	Facility Water	\$4,650
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5100	Facility Regular Earnings (Courthouse Square)	\$51,380
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.100	Facility Fringe Benefits FICA (Courthouse Square)	\$3,828
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.200	Facility Fringe Benefits Health Insurance (Courthouse Square)	\$13,098
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.210	Facility Fringe Benefits Dental (Courthouse Square)	\$1,007
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.220	Facility Fringe Benefits Life Ins (Courthouse Square)	\$102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.235	Facility Fringe Benefits Disability Ins (Courthouse Square)	\$302
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.240	Facility Fringe Benefits Work Comp (Courthouse Square)	\$806
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.300	Facility Fringe Benefits Retirement (Courthouse Square)	\$2,015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.038.5110.310	Facility Fringe Benefits Retirement Credit (Courthouse Square)	\$3,022

Narrative Justification:

During the 2010 Budget process, it was decided that the old MHC building would not be heated nor lighted after the move to the new CTC. Since that time it has been recommended that the building be heated and lighted for tours of potential buyers or users until a final decision is made on the disposition of the facility. This budget adjustment is necessary to cover six months of building maintenance expense and utilities required to keep the old MHC building operational. Funds can be made available by delaying the hiring of open positions.

AUTHORIZATIONS

W E Darrall

Signature of Department Head

Department:

FPM

Date:

02/18/10

Sam Perry

Signature of Executive

Date:

2/18/10

OK
L. M. S.
2/18/10

